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HANDBOOK


OF THE

**BUREAU OF SOCIAL
INVESTIGATIONS**

OF THE

**DEPARTMENT OF
PUBLIC CHARITIES**

NEW YORK CITY

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Handbook
of the
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of
New York City

1917

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CONTENTS

	PAGE
Location and boundaries of the District Offices.....	7
Matters pertaining to employees.....	8
Hours of work	8
Recording of arrival and departure.....	8
Reading of old histories	8
Wearing of official badges	8
Receiving contributions, etc.	8
Absence	8
Monthly report	9
Office routine	9
Requisitions	9
Correspondence	9
Accounts	10
Partial Payments	10
Payments received through mail.....	10
Cash paid directly to district office	11
Daily report of cash received	11
Superintendent's cash control book	12
Deposit Slips	12
Alimony Accounts	12
Carfare, Supper and Luncheon Money	12
Telephone Toll	13
Applications	13
Receipt and transfer of	13
Numbering of	14
Recording of	15
Character of	15
Reporting of	16
Registration of	16
Investigation of	17

Commitment of Normal Children.....	18
Preliminary Acceptance	19
Final Commitment	20
Temporary Commitment	21
Temporary Care	21
Infants	22
Foundlings	22
Abandoned Children	22
Placement of Children by the Children's Home, Bureau of the Department Public Charities.....	23
Children of Widows	24
Agreements to Pay	24
Delinquent Debtors	25
Reinvestigation of Normal Children.....	25
Voluntary Application for Discharge of Committed Chil- dren	27
Placing Out of Children	29
Abnormal Children	32
Blind	32
Crippled	32
Deaf and Dumb	33
Mental Defectives—epileptic	34
Work of the Hospital Division	36
General Order 422.....	37
Convalescent Care	40
Care of Tuberculosis	41
Department of Health Clinics	41
Preventorium at Farmingdale.....	42
Hospital Admission Bureau	42
Reception Hospitals	43
Field Investigation	44
Application—History and Waiting List Card.....	44
Forcible Detention at Riverside, etc.....	44
Sputum Examinations	45
Discharge	45
The Association of Tuberculosis Clinics.....	45
Day Camps	46
Insane	47
Inebriates	48

Vagrants	48
City Home for the Aged and Infirm.....	48
New York Farm Colony Cottages.....	50
Veteran Relief (G. A. R. and U. S. W. V.).....	52
Payments	53
Receipts	53
Reinvestigations	54
Poor Adult Blind.....	54
Aliens	56
Non-residents	57
State Poor	58
Transportation	59

PART II.

Commonly Used Social Agencies	61
St. Vincent de Paul Society	61
Association for Improving the Condition of the Poor.....	62
The Charity Organization Society	62
United Hebrew Charities	61
Brook Association for Improving the Condition of the Poor	63
The Brooklyn Bureau of Charities	63
United Jewish Aid Society	61
Milk Stations	63
Big Brother and Big Sister Movement.....	67
Day Nurseries	68
Settlements	71
Child Caring Institutions	73
• Society for the Prevention of Cruelty to Children.....	87
Children Aid Societies	87
Catholic Guardian Society	89
Catholic Home Bureau for Dependent Children.....	90
Private Hospitals subsidized by the City	90
• Tuberculosis Clinics	91
Tuberculosis Day Camps	94
Tuberculosis Institutions (Public and Private).....	94
Babies' Welfare Association	95
New York Association for the Blind.....	95

The Location of the Director's and District Offices and Boundaries of Districts

1. *Director's Office*: Tenth floor, Municipal Building, Borough of Manhattan, Telephone, Worth 4440.

2. *Lower Manhattan*: All that part of Manhattan Borough below 14th Street, including the South side of 14th Street from East River to Hudson River.

Office: 57 Centre Street, Telephone, Worth 4406.

3. *Gramercy*: Beginning at North side of 14th Street and East River, west to Hudson River, north to Ship Canal and Harlem River, East and South to Eighth Avenue; West side of Eighth Avenue, south to 110th St.; south side of 110th Street to Fifth Avenue; west side of Fifth Avenue south to 64th Street; south side of 64th Street east to East River.

Office: The foot of East 26th Street. Telephone, Madison Square 7400.

4. *Yorkville*: Beginning at North side of 64th Street west to East side of Fifth Avenue; north to 110th Street and Fifth Avenue, west to East side of Eighth Avenue; north to Harlem River; south east and south to 64th Street including Ward's, Randall's and Blackwell's Islands.

Office: 124 East 59th Street, Telephone, Plaza 8731.

5. *Bronx*: Bronx Borough.

Office: Bergen Building, Arthur and Tremont Avenues, Telephone, Tremont 798.

6. *Schermerhorn*: South and west of the line beginning at the East River and extending by way of Division, Bedford, Atlantic, Troy and Lefferts Avenues, East 91st Street, Clarkson, Remsen and Church Avenues; 5th Street and Paerdegat Avenue to Jamaica Bay.

Office: 327 Schermerhorn Street, Borough of Brooklyn, Telephone, Main 2975.

7. *Williamsburg*: The remainder of the Borough of Brooklyn.

Office: 1022 Gates Avenue, Telephone, Bushwick 7711.

8. *Queens*: Borough of Queens.

Office: Town Hall, Flushing. L. I., Telephone, Flushing 1081.

9. *Richmond*: Borough of Richmond.
Office: Borough Hall, St. George, S. I., Telephone,
Tompkinsville 1000.

Matters Pertaining to Employees—Hours of Work, Recording of Arrival and Departure, Reading of Old Histories, Wearing of Badges

10. The office hours of the Bureau of Social Investigations shall be from nine A.M. to five P.M. daily, and from nine A.M. to twelve noon on Saturdays. During the months of July and August the hours shall be from nine A.M. to four P.M. daily. The time of arrival of all employees should be recorded in a book kept for this purpose in each district office. After nine o'clock a line should be drawn and reason for lateness stated. The time for departure into the field should be recorded by the social investigators. Social Investigators should be given an opportunity to read the old histories of the cases they are investigating which may be on file. Social Investigators should always while on duty wear the official badge in such a way that it may be shown when needed.

Receiving of Contributions, Etc.

11. No employees may accept from any person, or from any relative or friend of a person having business with the department, any contribution, fee, gift, gratuity or favor for his own use.

Absence of Employees

12. District superintendents and heads of divisions, should notify the director's office not later than ten o'clock A.M. each day, of the absence of any employees attached to their staff. In all cases of absence of one day or more, a leave of absence blank on B. S. I. 44 should be filled out in triplicate and forwarded to the director's office. The reason for absence should be written in the lower left corner. Employees absent for one day because of illness are not required to furnish physician's certificate. If ab-

sence is for more than one day and due to illness, the form properly filled out, should be accompanied by a physician's certificate, stating the nature of the illness. All requests for leave of absence must be made through the office of the director. These requests must have the approval of the district superintendent or head of division before being submitted to the director.

Monthly Report Sent to Director Concerning Employees

13. Immediately after the close of each month, a report should be sent to the office of the director of the average daily number of employees who were at work during the month. This average should be obtained by adding the total number of employees at work each day and dividing the result by the number of working days in the month.

OFFICE ROUTINE

Requisitions

14. All requisitions for supplies, stationery or printed forms should be made in duplicate on B. S. I. 56 to the office of the director. These requisitions should reach the office by Friday of each week. Supplies requested will be delivered to the district office on Monday of each week.

Correspondence

15. All letters sent out from the various offices of the Bureau of Social Investigations should bear at the head a brief title or phrase, denoting the subject matter of the letter. The full purport of the letter should be contained in the first sentence or paragraph. If the letter is a long one, it is proper to sum it up and restate the purpose in the last paragraph. Letters should be signed only by the district superintendent or head of division.

16. Communications to the director's office which will have to be forwarded by the director to a third

place should be forwarded in triplicate. Alien, non-resident, state poor person commitments and placement letters are exceptions to this rule and are sent singly.

When a matter is referred to a district office or division for attention and report requested within a prescribed time, it should be recorded in a tickler and report should be made before the time expires, either of the complete work, or of the reason for the failure to complete it.

17. The district offices should keep copies of all correspondence and should file these copies when possible with the case histories to which they apply.

Accounts

18. One person is to be designated in each office to receive money and issue receipts. All receipts should be signed by the district superintendent or in her absence, by the chief clerk, with the name of the district superintendent per chief clerk's written in full.

Partial Payments—Payments Received Through the Mail

19. When a payment is received through the mail, it should be opened by the district superintendent, the amount enclosed checked against the amount stated in the letter, and written in the upper right corner of the letter.

20. The name of the payor and the amount of payment is then to be entered in columns three and five of the superintendent's Cash Control Book, B. S. I. 45.

21. The clerk acting as cashier should then prepare a receipt in duplicate B. S. I. 46 containing all the information required by the daily report of cash received and enter the payment in the daily report of cash received B. S. I. 48. At the close of the day, the receipts are to be given to the district superintendent for signature. The district superintendent will then enter the receipt numbers in their proper places in the cash control book and verify the amount

of payment called for by the receipt with the amount already entered in the cash control book. The receipt will then be mailed to the payor with a letter of instructions B. S. I. 47, and an envelope addressed to the appropriate district office. In case the payor is not a resident of the district where he has just made payment, this envelope should be addressed to the office of the district in which the payor lives. By this means, payment will be directed to the proper office.

Cash Paid Directly to the District Office

22. The clerk acting as cashier is to receive the money, prepare the receipt, enter the payment on the daily report of cash received, and direct the payor to the superintendent for signature to the receipt.

23. The district superintendent should enter the number and amount of the receipt in the superintendent's cash control book, sign the receipt and return it to the payor.

Daily Report of Cash Received

24. This report should be filled out and signed by the clerk acting as cashier, approved by the district superintendent and mailed each day to the director's office, addressed to the general cashier, with the receipted deposit slip for the day.

25. All the information required by the report should be entered for each payment. When a payment is received about which the district office has no information the cashier should be communicated with by telephone to ascertain under which heading it belongs. In such cases if payment is by money order, the number and post office station which issued it should be entered on the stub of the receipt book, and if by check all identifying details.

26. If the cashier has no record of such an account the entry should be made under the columns marked "Miscellaneous." The district superintendent should then endeavor to ascertain the purpose of the payment by communicating with the person making the payment, either by mail or by an investigation. When this has been completed, the cashier should be immediately notified of the result.

Superintendent's Cash Control Book

27. One page of this book is to be used for each day. In it is to be entered by the district superintendent only, the number and amount of each receipt issued. At the end of the day a summary should be made of the amount of money received, which should be the same as that shown in the daily report to the cashier. All receipt numbers intervening between the last number on the preceding day and the highest number on the current day should be accounted for. If a receipt is spoiled it should be retained in the receipt book and its number accounted for on the daily record of cash received, with the note that the receipt has been voided.

Deposit Slips

28. Deposit slips, B. S. I. 50, should be prepared each day in quadruplicate, the money deposited in the nearest Corn Exchange Bank between 2:30 and 3 P. M., and a receipted deposit slip, with the daily report of cash received, forwarded to the director's office each day. One of the duplicate deposit slips is to be fastened in the cash receipt book on the stub of the last receipt covered by the deposit in question. In making out the deposit slip, the account is known as the "Department of Public Charities," and the words "Washington Branch" must be written immediately below "The Corn Exchange Bank."

Alimony Accounts

29. All payments received in alimony accounts should be reported to the director's office on a daily report B. S. I. 49. Otherwise the same procedure should be followed as in partial payment accounts. In forwarding the daily reports, if there have been payments in only one of these accounts, a note should be made on the daily report forwarded that the total of that report is the total of the day.

Carfare, Supper and Luncheon Money

30. Allowance for supper and lunch money must be based on actual cash disbursements made by the

employee for his meal, but such allowance will not exceed seventy-five cents (75c).

31. The employee must have been continuously detained by the express directions of the head of his division or bureau until 8 P. M., or until 9 P. M., if one hour was taken for supper. Meal money will be allowed on Saturday under the same conditions when employees are detained continuously until 3 P. M., or until 4 P. M., if one hour is taken for lunch.

32. In forwarding vouchers for meal money, B. S. I. 51, there should be attached an affidavit of the employee with a certificate of his official superior that the employee was required to and did actually perform continuous service until 8 P. M., or until 9 P. M., if one hour was taken for supper. A similar certificate should be attached in the case of lunch money.

33. District superintendents should assemble, verify and approve all bills for supper money and carfare, B. S. I. 52, submitted by employees attached to their offices. Approval should be designated by writing the word "Approved" and initialing it immediately to the left of the amount of the bill in the bill proper. A typewritten schedule of the bills should be prepared in duplicate. This schedule and duplicate should be forwarded on or before the third of each month to the general cashier, with the receipted bills attached. The general cashier will send a check to each district superintendent for the aggregate amount and will attach the check to the duplicate schedule. The district superintendent or head of division will then cash the check and pay the individuals named on the schedule, having the individuals when paid, sign their names opposite the amount stated, and returning schedule to the cashier's office.

Telephone Toll

34. A record must be kept of all telephone calls which are toll charges, so that when bills are presented therefor, it will be possible to verify them.

Receipt and Transfers of Applications

35. NOTE: On all record forms or cards to be filled in any division of the Bureau of Social Investiga-

tions, the surname should be printed in Roman capitals.

36. For the convenience of persons having business with the Bureau and the public in general, all applications are to be received at the district office to which the applicant applies, irrespective of his address or place of residence. If his address or place of residence be in another district, the application should be transferred directly to the proper district office. If a record of the family is already on file in the district office where the application is taken the new application, together with the old record, should be transferred through the director's office, *i. e.*, a memorandum should be made out to the director's office (attention of registrar) requesting that the case be transferred to district named thereon; also giving any particulars that may be of assistance to new district. The registrar will note transfer on registration card and then forward record to the proper district. Pending arrival of registration card from new district, the old card will remain in the location file.

Numbering

37. New applicants should be given new case numbers. Recurrent and other previously known cases should be given their original number. A case is to be considered recurrent when one or more subsequent applications are made for the same member of the family within twelve months after the date of the original application, but more than thirty days after the date of previous application. Transferred applications should be designated in the number columns of the daily register, by the symbols of the district office to which they are transferred. If a transfer is made on an order from the registrar the following method is pursued: The transfer order, B. S. I. 37, is sent in duplicate to the district office having the case. The order has noted, besides the name of the district to which case is to be sent, the name of case, and in most cases, the number that has been assigned to case by new district. The original of this order is to be filed in the folder formerly occupied by case with the date of actual transfer entered on lower margin. This would serve as a guide in the future when requests

for cases come up. All applications from the same family should be given the same case number.

Recording

38. Every case when received in a district office should be recorded in the daily register of applications. B. S. I. 40. A new sheet of this register should be used for each day's entries.

39. The following are the proper designations of the character of applications:

Children—

Original application for commitment.....	1
Original application from Children's Court..	2
Recurrent application for commitment.....	3
Recurrent application from Children's Court..	4
Foundlings	5
Annual reinvestigation of committed children.	6
Tickler reinvestigation of committed children.	7
Application for discharge.....	8

Hospitals—

Medical	20
Surgical	21
Tubercular	22
Tubercular recurrent	23
Children under 5 years of age.....	24
Maternity	25
Maternity recurrent	26
Nursing mothers	27
Chronic and infirm.:.....	28
Reinvestigation	29

Homes—

Aged and infirm.....	40
Blind	41
Deaf and dumb.....	42
Cripples	43
Mental defectives, admissions.....	44
Mental defectives, discharges.....	45
Convalescent	46
Mother with infant.....	47
Reinvestigation—Homes for aged and infirm.	48
Reinvestigation—Homes for mental or physical defective, convalescent and homeless women	49

Special Relief—

G. A. R.....	50
U. S. W. V.....	51
Poor adult blind.....	52
Transportation	53
Unclassified	54

Reporting

40. When a new children's commitment case or an application for the discharge of a normal child is received, the office of the registrar of the Bureau, at the director's office, should be notified by telephone. That office will forward to the district office when the application is received, all records of the case that may be on file in any of the district offices. When a case is thus reported from the Borough of Manhattan and the Bronx, it will be registered with the Social Service Exchange by the director's office. The registrar's office should be notified of these cases before 3 P. M. in order that in cases where there are previous records on file these records may be delivered to the district offices to which the applications have been made the following morning.

Registration

41. Except in the above cases, where the registrar's office registers with the Social Service Exchange, in all cases where the applicant is or has been a resident of Manhattan or the Bronx, the case is to be registered by the district office with the Social Service Exchange, 105 East 22nd Street, Manhattan; where the applicant is or has been a resident of Brooklyn, with the Confidential Exchange, 69 Schermerhorn Street, Brooklyn. Registration should be made by forwarding the slips, in duplicate, on B. S. I. 35 provided for that purpose. Registration cards on B. S. I. 36 should be prepared for every case and forwarded immediately to the registrar's office. When all the information required by the registration card is not obtainable at the time of application, a complete registration card should be sent to the registrar as soon as the information is secured. The registration cards, when prepared with a carbon sheet, furnish:

1. The registration card to be forwarded to the registrar's office.

2. The name index card to be filed in the district office.

3. The street index card to be filed in the district office.

42. When cases recur and there has been a change of address, the new address is forwarded to the registrar's office. If other new identifying information is secured a new registration card should be made out. Inquiry slips on B. S. I. 38 sent out by the registrar should receive prompt attention and answer to registrar be returned as soon as possible. In order to tie up a family record, part of which may be on file in a district office and part in the division of domestic relations, an identification slip on B. S. I. 39 will be sent to each office notifying them of the fact. These slips should be fastened to case for future reference.

Investigation

43. The applications received each day should be distributed on the following business day to the social investigators by a clerk detailed for the purpose. Each district should be divided into subdistricts and one investigator, when possible, should be assigned to work in each of these subdistricts. Cases should be distributed to investigators according to the locality in which they work.

Reports.

44. The social investigators should make a daily report of their work on B. S. I. 41, which should include a statement of the carfare expended for each visit. Social investigators should partially prepare the summary of their daily reports each morning, before submitting the report of the previous day. This report should be approved in writing by the district superintendent and filed in the district office.

45. At the end of the month a tabulation should be made on B. S. I. 42 of the work of each investigator for the month. This also should be placed on file in the district office.

46. The totals from the tabulations of the daily reports of the investigators should be entered on the report for the month of cases received and investigated, B. S. I. 43, which should be forwarded by the fourth of each month to the office of the registrar.

47. When an investigation has been completed and the decision made, the information gathered should be recorded on the statistical sheet attached to daily register of applications, B. S. I. 40. When the statistical information has been recorded for every case registered on a page, the statistical sheet should be detached and forwarded to the registrar's office.

48. Statistical sheets must, however, be forwarded consecutively. Under no circumstances is a sheet to be forwarded before any of the preceding sheets.

49. In coding the information on the statistical sheets, the special code for the preparation of these statistics should be used.

CHILDREN—NORMAL

Applications for Commitment

50. (See Section 664 of the Greater New York Charter—Powers of the commissioner and deputy commissioner as to destitute and other children, and Section 683, support of poor persons by relatives.)

51. Application for the commitment of a normal child may be made at any of the district offices of the Bureau of Social Investigations. The application may be made by relatives, friends or any one interested in the child. B. S. I. 1 should be used for all applications for the commitment of normal children. If a child is ill at the time of application, or if he has any handicap which might prevent his admission to an institution for normal children, he should be sent to the Reception Hospital, foot of East 70th Street, Manhattan, or the Cumberland Street Hospital, in Brooklyn, with a note to the examining physician on B. S. I. 20 for examination and, if necessary, admission to a departmental hospital.

Investigation

52. In investigating children's commitment cases, the home conditions, health and school record of the child should be carefully studied, and when a family seems to be one of the sort that should be kept together, every effort should be made to procure assistance toward that end from relatives, friends or private charities.

53. If the investigation discloses no wiser plan for the child and the application for commitment is approved, the decision should be written in the proper place on the application form, dated and signed by the district superintendent. The district office should then communicate by telephone with the director's office, giving the age, sex and religion of the child, to find out to which institution the child should be committed. Record of commitment should be made in the proper place on application form by the person preparing the commitment.

Preliminary Acceptance

54. The preliminary acceptance, B. S. I. 9, should then be made out in full, with the district symbol and case number in the upper right corner of each of the three portions of the form. Only one of the forms should be used for each group of children of the same family committed to the same institution, except when children are committed to the Hebrew Sheltering Guardian Society, and Children's Home Bureau. In that case a separate preliminary acceptance should be made out for each child. The stub of the acceptance, form A, should be kept in the binder, the remaining part, and C, the counterfoil, should be given or sent to the parent or guardian of the child with directions to take the child to the institution and present the acceptance to the superintendent. When the child enters the institution the superintendent in charge of institution will return the last part, the counterfoil, properly made out, to the district office. The district superintendent will then have the final commitment papers made out, B. S. I. 10, for children under, and B. S. I. 11, for children over, two years of age.

Final Commitment

55. In the upper left corner of the first page of the final commitment should be typewritten the symbol of the district, followed by the case number. In the space below the words "To the Managers" the full corporate title of the institution to which the child has been committed, should be written. The words "Second Deputy" should be prefixed to the official designation of the signing officer of the department. The space below the double ruling is to be filled out by an officer of the institution. In cases of children who are committed to the Children's Home Bureau, the third page of the final commitment merely gives the name and age of the child involved, the names, address and religion of the parents, and religion of the child. No abstract is given on the fourth page of commitment.

56. The certificate of examination and discharge from quarantine is filled out by the physician in the institution.

57. All the data required on the third page should be furnished by the district office. Age and date of birth must agree and the names and addresses of all brothers and sisters must be supplied. On the commitments of children under two years of age the question "Has this child attended school?" should be ruled out.

58. On the last page of the final commitment should be recorded a brief, concise abstract of the information obtained upon investigation, setting forth particularly the fact that the parents or guardians are not in a position to provide for the child at home, that there are no relatives willing or able to do so, and that it is not possible to keep the child at home with the aid of private agencies. Information already given on page three should not be repeated.

59. Immediately under the last line of the abstract the name of the investigator and the initials of the typist should be written in parentheses.

60. When an agreement to pay has been executed a notation to that effect should be made immediately below the abstract of the investigator's report.

61. When the final commitment is completely filled out, it should be initialed by the district superintendent in the upper right corner of the fourth page, and for-

warded to the director's office. Accompanying the final commitment when it is forwarded to the director should be the counterfoil of the preliminary acceptance. This counterfoil should be cancelled with a large cross-mark, and the words "Final Commitment" with date should be written on it. The date of forwarding should be entered on stub in the commitment book.

62. When the final commitment has been approved in the director's office it will be forwarded for the commissioner's signature and then forwarded to the institution.

Temporary Commitment

63. A commitment may be approved by a district superintendent for a limited length of time, in which case a tickler should be kept on the case and at the expiration of the approved time, it should be reinvestigated.

64. A temporary commitment may also be made pending investigation of the case. If this is done the preliminary acceptance slip should be marked "Committed temporarily pending investigation." If the decision does not approve the commitment, the permanent commitment must be made out and at the same time an enforced discharge must be issued.

Temporary Care

65. Children will be accommodated in the Society for the Prevention of Cruelty to Children shelters for a period not exceeding five days. They should be sent to these shelters only when there is good reason to suppose that investigation will disclose conditions which will render commitment unnecessary or will lead to court action. Homeless children are also cared for by the Society for the Prevention of Cruelty to Children until a more permanent plan can be made for them. The societies should be communicated with before sending children to them, to make sure that they will be able and willing to receive them.

66. Reports should be sent in all cases to agencies which have referred families for action.

Infants

67. When an infant is proposed for commitment to an institution, every effort should be made to arrange for some other accommodation. If the baby is sick, it should be referred to a dispensary or the nearest milk station. If the parents are able to pay for it they should be directed to find it a home in one of the boarding homes licensed by the Department of Health.

Foundlings

68. A foundling is a child who has been deserted and for whom there is no identifying information obtainable.

69. When a foundling is discovered, it should be taken to the nearest police station, where the affidavit of the person finding it will be taken and where the case will be reported to the detective bureau. The child will then be sent to Bellevue Hospital, or Kings County, or Cumberland Street Hospital, where it will be christened and then sent to the New York Foundling or Nursery and Child's Hospital. In Manhattan and the Bronx Bellevue Hospital will notify the Gramercy district office. The superintendent will call at the hospital immediately, examine the clothing of the child and be given the affidavit taken by the police of the person who found the child. An investigation should be made on B. S. I. 1.

Abandoned Children

70. An abandoned child is one who has been deserted, but with whom some identifying information has been found.

71. In this case the child is sent to a hospital by the police department, as in the case of a foundling, but the hospital will not send the child to an institution nor christen it until a report has been made by the Bureau of Social Investigations. Bellevue Hospital will notify the Gramercy district office, whose superintendent will visit the hospital immediately. If the case is not located in Gramercy district a transfer should be made to the appropriate district office and an investigation made.

72. Every attempt should be made to reach the parents and relatives of the child and to persuade them to assume responsibility for it. If no one can be found who will take the child, the commitment should be made out. The preliminary acceptance should be forwarded to the hospital, which will send it to the institution with the child. Upon the receipt in the district office of the counterfoil of the preliminary acceptance, the final commitment should be made out and forwarded to the director's office.

73. If the investigation discloses some relative or friend who is able and willing to take the child, this person should be sent with a note or taken to the hospital, where the child will be delivered to him.

74. If the investigation discloses a relative legally responsible to care for the child, but unwilling to do so, the case should be referred by letter to the Division of Domestic Relations.

Pertaining to the Placement of Children by the Children's Home Bureau

75. The Children's Home Bureau of the Department of Public Charities places children between the ages of two and seven years who are free from infectious disease or any abnormality requiring specialized institutional care. No children should be referred who have brothers and sisters older than seven years who are in institutions, or, who are about to be committed to institutions. Children between the ages of two and seven years may be referred if brothers and sisters under the age of two are also to be committed to institutions. In such case, the district office will communicate with the director's office for designation of the institutions for the children under two years of age.

76. In each instance the director's office will be communicated with before a decision is reached to refer children to the Children's Home Bureau. In the case of each child who is likely to be referred to the Children's Home Bureau, two supplementary history sheets are to be filled in. "Health History of Child, B. S. I. 3, and Supplementary History of Child, B. S. I. 4."

77. When a decision to refer to the Children's Home Bureau has been reached, the parent or other responsible person will be given a preliminary acceptance in a sealed envelope, addressed to the Children's Home Bureau, 327 Schermerhorn Street, Brooklyn, with directions to report there between the hours of 9 A. M. and 12 noon, and with further instructions to see that each child is clean as to body and hair, and dressed in clean clothes. They should be advised to take with them to the Children's Home Bureau, if possible, enough extra clothing to provide each child with a full change. A separate form is to be used for each child.

78. The Children's Home Bureau will return the preliminary commitment which will serve as an acknowledgment of their having assumed charge of the child or children. Immediately the decision to accept a child has been made, the complete history with the supplementary sheets attached will be forwarded by regular messenger service to the Children's Home Bureau, where the supplementary sheets will be detached and the history retained not more than 24 hours before being returned by messenger to the district office.

Children of Widows

79. When it is found on a reinvestigation or an original commitment case that the mother of the child is a widow, her name should be forwarded to the director's office on B. S. I 15, which should be completely filled out and signed by the district superintendent.

80. At the time this is done a dated memorandum should be made on the case that the family has been reported to the Board of Child Welfare. This procedure should be followed on each annual reinvestigation unless there is a report from the Board of Child Welfare that the widow is ineligible for an allowance.

Agreements to Pay

81. When it is found on investigation that the parents or relatives are able to pay in part for the care of the children proposed for commitment, an agreement to pay, B. S. I. 53, should be prepared in

duplicate. This agreement should be signed by the person assuming responsibility, witnessed by the district superintendent, and the affidavit of the person agreeing to pay taken by a commissioner of deeds or a notary public. The original part of the agreement, consisting of two leaves, should then be forwarded to the director's office. The duplicate, consisting of one leaf, should be given the person agreeing to pay. Any alterations in the agreement to pay, and the date of the final cancellation of the agreement should be forwarded in a memorandum to the director's office.

Delinquent Debtors

82. When a person who has signed an agreement to pay fails to do so the Division of Domestic Relations is notified by the general cashier and steps are taken to compel payment through court action. Court orders are valid for one year. Just prior to the expiration of the year notice is sent from the director's office to both the district office having the case and the Division of Domestic Relations. The district office has an immediate investigation made if no recent information is on file and reports the result to the Division of Domestic Relations. A copy of this report is sent to the director's office. If the investigation shows that the person is unable to pay, the district superintendent should cancel the agreement and so notify the Division of Domestic Relations, sending a copy of such notice to the Director's office. The record of the investigation should then be filed with the rest of the case history.

83. If the parent or relative under obligation to pay is not found at the address given, a "Stop Visit" letter should be sent to the institution unless it is a departmental institution, in which case the superintendent of the institution should be asked to procure the correct address at the time of the next visit.

84. (See State Board of Charities Rules for the Reception and Retention of Inmates of Institutions, Homes for Children, Section 2.)

Reinvestigation

85. A reinvestigation is made at least every year of the circumstances of parents and guardians of all

children in institutions who are public charges to determine whether they are still proper charges. Every month each institution submits to the department within 30 days of the anniversary of commitment a list for reacceptance of all its children who are public charges. These names will be forwarded by the registrar's office for reinvestigation on B. S. I. 5, accompanied by the old case histories and a memorandum of transmittal, B. S. I. 6, in duplicate, to the office of the district in which the parents reside. On this reinvestigation form will be the name, address, relationship and date of visit of the last person who visited the child in the institution. There will also be a statement as to whether any agreement to pay has been taken in each case and where there is an agreement the status of account will be given. The reinvestigation should attempt to discover if by any arrangement the child could be removed from the institution and returned to the home of his parents or other interested persons, or referred to a placing out agency with a view to his adoption. (See Sec. 83 of the Greater New York Charter.)

86. Before making a reinvestigation the investigator should read the old record of the case and make a note of the names, addresses and circumstances of the various members of the family, who should be visited or communicated with wherever possible.

87. When a decision has been made on a reinvestigation case it should be entered on the form in the proper place and signed by the district superintendent. The code number of the decision should then be entered in the proper column of the memorandum of transmittal which was substituted by the registrar's office. One copy of this memorandum should be returned to the registrar as soon as the decisions are made. The other copy should be filed in the district office.

88. If, on reinvestigation, it is found that the wrong address has been given by the institution and that it is not possible to locate the relatives of the child, a letter, B. S. I. 18, should be sent to the institution instructing them not to allow any one to visit the child without permission from the district office. By this

means the proper address may be secured when the relative reports to the district office for permission to visit. When the desired information has been obtained a permit to visit, B. S. I. 19, should be given to the person desiring it.

89. In the case of departmental institutions, no stop visit orders are to be issued. When parents or relatives cannot be found at address given, a letter should be sent to the superintendent of the institution asking him to secure the correct address at the time of the next visit. On failure to locate the family at the address thus given, a memorandum to that effect should be sent to the director.

VOLUNTARY APPLICATION FOR DISCHARGE OF COMMITTED CHILDREN

90. When an application is made for the discharge of a child from an institution, it should be entered on B. S. I. 5 and an investigation should be made before the discharge is granted.

91. When an application is received for the discharge of children from Catholic Institutions, with the exception of St. John's Home and St. Joseph's Female Orphan Asylum, district offices in Brooklyn and Queens will so notify the Catholic Charities Bureau of the Diocese of Brooklyn, 4 and 5 Court Square, Brooklyn, on B. S. I. 12. In applications for the discharge of children from St. John's Home and St. Joseph's Female Orphan Asylum, the notification should be sent to the Roman Catholic Orphan Asylum Society, 4 and 5 Court Square, Brooklyn.

92. In all Boroughs where an application is made for the discharge of children from the New York Catholic Protectory, the same form should be sent to the office of that institution at 415 Broome Street, Manhattan.

93. Before making the investigation the social investigator should read the previous history of the case. Investigation should establish the ability of the person applying for the discharge to care for the child, also the suitability of the home conditions.

94. If a reinvestigation discloses the ability of the parents or grandparents to care for the child at home, the case is disapproved for further retention as a public charge and a mandatory discharge is issued.

95. The same procedure is followed for issuing both regular and mandatory discharges. B. S. I. 13 is used for the preliminary discharge. This form is in four parts. In the upper right corner of each part, the district symbol and the number of the case should be written. The stub is to be completely filled out and left in the binder; No. 2 should be completely filled out and delivered with No. 3 attached, to the person to whom the discharge is to be made, with direction that it should be presented to the institution at the time the child is discharged. No. 4 should be filled out completely, except for the "Date discharged by the institution" on the last line, which should be left blank, and forwarded to the director's office, attached to the final discharge, B. S. I. 14. In the upper right corner of the stub and of No. 4 the letter E should be cancelled if the discharge was due to a voluntary application. The letter R should be cancelled if the discharge resulted from a reinvestigation.

96. The final discharge should be filled out on the typewriter in the district office. The date of signature should be filled in and should correspond with the date of the preliminary discharge.

97. At the time the preliminary discharge is presented or forwarded to the person to whom the child is to be discharged, the six day letter, B. S. I. 15, should be sent to the institution, warning them that the city will not be liable for the support of the child after six days.

98. If the child is not discharged within the time limit set, the director's office will notify the district office. Investigation in these cases should be made within 48 hours. A social investigator should be sent to see the parents or guardians of the child, or the institution from which it was to be discharged should be communicated with. The director's office should be notified of the result of this reconsideration to that effect over the telephone and the notification afterwards

confirmed in writing. When the discharge of a child committed by the Children's Court is asked, the Society for Prevention of Cruelty to Children is to be consulted before issuing discharge.

99. When a child in a hospital is ready for discharge and there is no one ready to take it, its name will be referred to the proper district office for investigation.

100. Investigation should be made on B. S. I. 1, and should attempt to discover some one who is responsible for the child and will accept it. If no one is found the child should be committed in the usual way to a child caring institution.

Placing Out

101. At the time of commitment the names of full orphans should be referred at once for indenture with the understanding that a reasonable period of time is to be allowed before the children are actually placed out, for the proper upbuilding of the physical condition and other needed observation.

102. On reinvestigation, the names of full orphans are to be referred as discovered, except where there are near relatives who are interested in the child. In all cases of children committed for improper guardianship by the Children's Court, or for other reasons at the instance of the Societies for Prevention of Cruelty to Children, such societies are to be conferred with prior to recommending that the children be placed out. The object of the conference is to ascertain the views of the society as to the advisability of the contemplated action by the department, and particularly as to whether any partial payment toward the care and maintenance of the child is being made by the direction of the Court.

103. In cases of children who have one or both parents living, failure of any relative of legal responsibility, namely parents or grandparents, to visit or take any active interest in the child for a period of one year or more will be sufficient cause for the reference of the name of the child to a placing-out agency.

104. Children whose parents are mentally disqualified to resume care of them are to be treated in the same manner as orphans. Before referring these children district superintendents should procure a written statement of the mental condition of the parent or parents from the official in charge of the institution of which the parent is an inmate, and forward a copy of same to the placing-out agency at the time the name of the child is referred.

105. B. S. I. 17 should be used for the reference of children's names for placement and all the information required by the form should be supplied whenever possible.

106. This form should be made out in duplicate, the original to be sent to the director for approval, the duplicate to be filed in the district office with the records of the case.

107. The following are the designated placing-out agencies:

For Catholic Children—	The Catholic Home Bureau
Girls 1 to 10 years,	for Dependent Children,
Boys 1 to 14 years.	105 East 22nd Street, Manhattan.

108. The New York Catholic Protectory and the New York Foundling Hospital are exceptions to this rule. These two institutions maintain their own placing-out agencies. Refer for placement the names of children in these two institutions in the usual manner, substituting in letter of reference the name of the institution for the name of the Catholic Home Bureau.

For Protestant Children—	The State Charities Aid
Both sexes, up to three	Association, 105 East
years of age.	22nd Street, Manhattan.

For Protestant Children—	The Children's Aid So-
Both sexes, from three	ciet, 105 East 22nd
to sixteen years of age.	Street, Manhattan.

For Hebrew Children—	The State Charities Aid
Both sexes, up to three	Association, 105 East
years of age.	22nd Street, Manhattan.

For Hebrew Children up	Child Adoption Commit-
to 16 years of age.	tee of Free Synagogue,
	36 West 68th Street.

109. If the child's name has been referred on a previous investigation and a reinvestigation shows that he is still eligible for placement, information to this effect should be entered under the caption "Remarks," with the date of the previous reference. The following inquiry should also be made to agencies other than the Catholic Home Bureau: "Is there any reason known to your society why this child should not be placed in a family home with a view to adoption?"

110. When a request is made by the Catholic Home Bureau or the Children's Aid Society for the discharge of a child whose name has been referred to them for placement, the same procedure should be gone through with as in issuing a mandatory discharge, the placing-out agency being the one to whom the child is discharged. No investigation is to be made before issuing the discharge which has been requested by one of these societies if the child's name has already been referred.

111. When an agency requests the discharge of a child which has not been previously referred to it for indenture, if it is found from the records of the case that the child is eligible for placement, the usual letter of indenture with the preliminary and final discharge attached should be forwarded to the director. The first part of the letter of indenture should be changed to "the following is an abstract of the history in the case of, whose discharge to you accompanies this letter." If the address of relatives or friends is found on the old history of the case, an attempt should be made to communicate with them to see if they would be willing to take the child. If it is found that they do not wish the child to be indentured, the director's office should be notified to that effect.

112. When inquiries are made by any one to the Bureau of Social Investigations regarding children who have been placed out, the inquirer should be given the name and address of the society having control of the child, but no further information.

ABNORMAL CHILDREN

Blind

Education Law, Art. 38, Sec. 972

113. "All blind persons of suitable age and possessing the other qualifications prescribed for deaf and dumb State pupils, shall be eligible for opportunities to the institutions for the blind in the City of New York. Fifty dollars a year is allowed for clothing."

114. When an application is received for a blind child an investigation on B. S. I. 2 should be made by the district office, and if the case is approved a request should be made to the director's office for a permit of admission to institution. If there are no vacancies the name will be placed on a waiting list which is kept in the director's office. A permit will be issued as soon as there is a vacancy.

Crippled Children

115. Applications for the admission of crippled children to institutions should be made at the district offices.

116. Investigation should be made on B. S. I. 2, and should include financial status and condition of the home.

117. If an application is approved a request should be made at the director's office for a permit. If there are no vacancies the name will be placed on a waiting list and a permit will be issued as soon as there is a vacancy. When the permit is issued, it will be forwarded to the district office, where it will be delivered to the person taking the child to the institution.

118. Permits for the admission of orthopedic cases to Sea View Hospital will be issued at the Tuberculosis Hospital Admission Bureau.

119. No formal discharges should be issued for children in any one of the following institutions:

Brooklyn Home for Blind, Crippled and Defective Children.

St. Agnes Hospital, White Plains.

House of St. Giles, the cripple or other institutions for abnormal children.

120. Whenever parents or relatives of children in these institutions apply for discharge they should be given a letter of introduction to the superintendent of the institution with a statement that the bearer wishes to make application for the discharge of the inmate. These children will, however, be reinvestigated annually with a view to securing agreements to pay wherever possible.

Deaf and Dumb

Education Law, Art. 38, Sec. 971

121. "All deaf and dumb persons residents of this State and upwards of twelve years of age who shall have been resident in this State for one year immediately preceding the application, or, if a minor whose parent or parents, or, if an orphan whose nearest friend shall have been resident in this State for one year immediately preceding the application shall be eligible to appointment as State pupils in one of the deaf and dumb institutions of this State, authorized by law to receive such pupils."

122. Application for admission to institutions for the deaf and dumb must be made at the institutions which will forward a certificate of appointment to the director's office. This certificate is sent to the district office, which will investigate the case. After approval is recorded the certificate is returned to the director's office. There are two classes of deaf and dumb pupils supported at public expense:

State pupils, 12 years of age and over.

County pupils, over 5 and under 12 years of age.

123. The State of New York is responsible for \$30 a year for the clothing of State pupils whose parents or guardians are unable to furnish them with suitable clothing.

124. If on investigation the parent or guardian is found to be in a position to provide suitable clothing, the institution will be so notified and no charge is to be made on the bill to this department. In cases where the institution is unable to collect, if the case be referred to the director's office, action will be taken through the division of Domestic Relations to compel payment.

125. There are only two possible decisions to be recorded in the case of a State pupil—first, "Approved," which means that the city will pay for the clothing, and second, "Disapproved," which means that the parents or guardians are able to furnish suitable clothing.

126. The institutions are to bill all county pupils properly chargeable to this city at the rate of \$325 per annum. Every deaf-mute child within the required age limits is suitable for admission to such an institution, and the decision to be recorded on the certificate of appointment is "Approved."

127. If on investigation it is found that the parents or guardians are able to pay for their care in whole or in part, an agreement will be taken and payments made to the Bureau of Social Investigations. The agreements taken in these cases are to be forwarded to the director's office with the certificates of appointment. An exception will be made where the parent or guardian is now providing clothing to the satisfaction of the institution and prefers to continue to do so. Where such an agreement is made, the inmate will be billed to the city at the rate of \$295 per annum.

Mental Defectives and Epileptics

128. The Department of Public Charities maintains a mental clinic at 57 East 125th Street for the purpose of examining persons who appear to be mentally defective or epileptic and in need of institutional care, also children retarded mentally who are referred to the ungraded classes of the public schools, and cases of chorea. Persons who appear to be insane are referred to the psychopathic division of public hospitals.

129. After the examination and diagnosis of a patient for whom institutional care seems necessary, the case is referred to the proper district office of the Bureau of Social Investigations for investigation, B. S. I. 22. The investigation is made on B. S. I. 2, and should include a full history of home surroundings

and economic conditions. Cases are either approved or disapproved, or approved able to pay, etc. In approved cases where the family is able to pay, agreements are taken on the usual hospital agreement form, but with the date of admission in blank. These agreements are held in the district office pending the admission of the patient to Randall's Island. The case number and decision is then put on card, B. S. I. 22, which is returned to the mental clinic. If patients are eligible for admission to Randall's Island the nurse in charge of the mental clinic forwards the district case number to the superintendent of the New York City Children's Hospital and School at Randall's Island. If there are no vacancies at the time, or if the persons concerned are unwilling to accept institutional care for the present, their names are placed on a waiting list kept in the mental clinic. The nurse in charge of the mental clinic notifies the district office by telephone immediately upon the admission of a patient for whom decision has been returned showing ability to pay or of one for whom no decision has as yet been returned from the district office.

130. District superintendents will upon request of the superintendent of the New York City Children's Hospital and School, Randall's Island, forward him a copy of the history obtained as a result of the investigation made of home and economic conditions in cases for admission to that institution. The superintendent will request histories only when the patient has been actually admitted to the institution. An inquiry from him will mean that the patient is a public charge.

131. In the cases of epileptics for whom application to Craig Colony for Epileptics is made a full history of the home and financial conditions should be sent to the mental clinic on the back of B. S. I. 22.

132. The following institutions receive patients examined at the Mental Clinic:

Craig Colony for Epileptics, Sonyea, New York.
Letchworth Village, Thielle, N. Y.

Rome State Custodial Asylum, Rome, New York.

State Custodial Asylum for Feeble Minded Women, Newark, Wayne County, New York.

Syracuse State Institution for Feeble Minded Children, Syracuse, N. Y.

Discharges from Randall's Island

133. Discharge from the New York City Children's Hospital and School, Randall's Island, are made by the superintendent who will call upon the district offices of this bureau for a report of home conditions before issuing a discharge.

134. When the superintendent requests an investigation preliminary to a discharge from that institution, a description of the patient with some reference to his age, habits and mental status will be given. An investigation of home conditions should be made and a report sent to the superintendent of Randall's Island. If in the opinion of the district superintendent, the home conditions make discharge undesirable, this fact should be indicated in the reply. No formal recommendations for discharge should be made. The following points should be covered in the report:

First: The family's financial status.

Second: Number and character of the rooms and approximate rental paid.

Third: The number of individuals in the household, giving ages and sex of all members, and calling attention to boarders and lodgers, or other members of the household who are not members of the family.

Fourth: Mother's health and ability as a caretaker and home maker.

HOSPITALS

Work of the Hospital Division of the Bureau of Social Investigations

135. The Hospital Division investigates all hospital cases submitted by private hospitals which are subsidized by the city. Several physicians connected with the hospital division visit the private hospitals for the purpose of determining the emergency of cases submitted by the hospitals of patients who claim to be unable to pay for their care. After the emergency of the case has been determined and noted together with the date, the cases are collected by a messenger who delivers them to the director's office, Queens and Richmond districts. A yellow slip B. S. I.

21 accompanies each application card. Upon receipt of these cases, they are registered, given hospital division numbers and entered in the daily register. The cases are then distributed according to districts to the social investigators connected with the divisions.

136. After a careful investigation covering chiefly the patient's ability to pay, the case is returned for reading and a decision is made. Cases are either approved or disapproved. The decision and date is then stamped on the application card and yellow slip which is returned to the proper hospital. After the decision is entered on the statistical sheets of the daily register, and coding, the case is filed numerically in the files of the hospital division.

137. The Queens and Richmond districts investigate the hospital cases but return them to the hospital division for decisions.

138. The decisions made by this division in hospital cases are governed by the following rules.

General Order No. 422

Acceptance of Patients in Private Hospitals as Public Charge

139. Whereas the Board of Estimate and Apportionment in making the annual appropriations to charitable institutions lays down regulations giving the Commissioner of Public Charities certain duties in connection therewith, these being among others as appearing in the Budget for 1916, the following:

140. Except in emergency cases the Commissioner of Public Charities shall not accept as proper charges persons capable of paying for their own support or for whose care adequate provision can be made in the public hospitals.

141. Each institution is to notify the Commissioner of Public Charities in writing on the forms prescribed by him of the reception or discharge of any person for whose care the city or county funds are to be paid. This notice must be given within 24 hours thereafter, and no claims shall be paid for such service unless this rule is strictly complied with, and

142. Whereas it is the duty of the Commissioner of Public Charities to certify bills rendered by such charitable institutions in accordance with such rules, it is ordered

143. That for all purposes connected with disbursements to charitable institutions, the aforesaid regulations shall be taken to mean:

(1) The Commissioner of Public Charities shall not accept as public charges persons capable of paying for their support.

(2) The Commissioner of Public Charities shall not accept as public charges persons for whose care adequate provision can be made at the time in public hospitals.

(3) However, notwithstanding the above in emergency cases, the Commissioner of Public Charities may accept as public charges persons who are capable of paying for their support or for whose care adequate provision can be made in public hospitals.

And it is further ordered

144. That for the guidance of investigators of the Department of Public Charities and other persons concerned the following regulations shall govern the examination of cases proposed as public charges by private hospitals; provided that in any case when doubt may arise the investigator of the Department of Public Charities is cautioned to resolve the doubt in favor of the proposing private hospital.

145. In non-emergent cases, all applications for hospital care should be referred to the Department of Public Charities for proper disposition. The offices of the Department to which they should be referred are:

Manhattan and the Bronx: Hospital Admission Office, wharf at the foot of East 70th Street.

Brooklyn: Patients should be referred to Departmental hospital nearest the applicant's home:

Kings County Hospital, Clarkson St. and Albany Ave.

Cumberland St. Hospital, 109 Cumberland St.

Greenpoint Hospital, Kingsland Ave. and Bullion St.

Coney Island Hospital, Ocean Parkway and Ave. Z.
Queens: Town Hall, Flushing, L. I.

Richmond: Borough Hall, St. George, S. I.

Cases will be deemed emergent where the facts show the patient to have been received and treated upon fair appearance as requiring immediate hospital care.

146. Confinement cases shall be deemed emergent only if delivery occur within forty-eight (48) hours after admission.

147. Maternity cases remaining in the hospital less than nine (9) full days after delivery will not be accepted. An exception, however, will be made in cases where, because of insanity or the contraction of a contagious disease, the patient is transferred to another institution, or when death intervenes.

148. In submitting maternity cases, the hospital must indicate

Date of Application.

Date of Admission.

Date of Delivery.

149. Unless the patient has been questioned by the hospital authorities as to his ability to pay for treatment, the name must not be proposed as a public charge, unless in the opinion of the hospital physician, the patient is too ill or too young to make proper answer.

150. Where it is found that a patient is in a position to pay a sum less than the regular city rate, such sum is to be accepted by the hospital authorities, and the case may be submitted for approval to the Department of Public Charities at the rate allowing for the difference between the payment made and the established city rate.

151. Patients entering hospitals in a borough other than that of which they are residents will not be accepted by the Department, unless for special reasons approved by the Department.

152. Where a patient is unknown at the address given, and it is impossible to establish the fact that he is a proper public charge, the case will not be accepted, unless the patient has been brought to the hospital as the result of a police ambulance call.

153. Cases will not be accepted if it is established that they have applied for admission and have been kept on a waiting list for more than 24 hours because of lack of room, and have been instructed to renew their application at a later day. This rule will be waived at the discretion of the Department in the following instances:

Patients received by maternity hospitals who have been given prenatal care.

Patients who have been given prenatal care and who are received in a general hospital from within its ambulance district.

Patients received and given special treatment for syphilis for one day.

Medical and surgical cases remaining less than three (3) hours in the hospital must not be submitted for acceptance.

Proposed city charges shall be disapproved if a member of the hospital staff has seen the patient, collected a fee for private treatment and thereafter referred the patient to the hospital.

It is further ordered.

154. That patients cared for in violation of the rules and regulations of the Department of Health shall not be accepted as public charges by the Department of Public Charities.

Convalescent Care

155. The city maintains a home for the convalescent care of mothers with young babies, or women requiring such care owing to child-birth. This home was formerly called the Hunter's Island Convalescent Home, but the name has now been changed to the Pelham Bay Home for Mothers and Babies. Any mothers with babies under one year of age who require convalescent care, or women requiring such care owing to child-birth, who are public charges, will be received at this home.

156. When an applicant for convalescent care is an inmate of a public hospital or other institution where she is a public charge, she may be transferred directly to the Home by the examining physician stationed at Reception Hospital.

157. Applicants who are not already public charges may make their applications at the district offices. These applications do not need to be made in person.

158. If the applicant is a proper public charge, the director's office should be communicated with to find out if there is a vacancy. If there is a vacancy, the applicant should be directed to be at Reception Hospital before 12:00 A. M. where she will be examined and sent by boat to the Home. If an applicant has a doctor's certificate of her need of convalescent care, it will not be necessary for her to be examined by the physician at Reception Hospital.

159. Private hospitals will refer their cases directly to Reception Hospital after communicating with the director's office of the Bureau of Social Investigations for information as to vacancies.

160. Persons may board the boat to Hunter's Island at the pier at the foot of North Second Street in Brooklyn, or at the foot of East 70th Street, Manhattan, if they have procured permission to do so from Reception Hospital.

161. Patients who are not able to go by boat in the morning may be sent by afternoon trains. For arrangements in such cases, the Institution should be communicated with.

162. The usual stay of convalescents in the Home is two weeks. Special arrangements may be made for a longer stay.

163. When it is necessary or desirable that a mother in need of convalescent care should be accompanied by a child or children over one year of age, she should be referred to the Association for Improving the Condition of the Poor, to make application for care at the Caroline Rest.

CARE OF TUBERCULOSIS

Examination of Persons at the Department of Health Clinics

164. When a person has been found to be suffering from persistent cough, loss of weight, etc., he should be referred to one of the tuberculosis clinics where an examination will be made of the patient's

sputum etc. and a clinical history card filled out on B. S. I. 23. There are twenty-eight special clinics each caring for all patients coming from a certain section of the city, and each having a staff of attending physicians and also a staff of nurses, who visit the patients at their homes in order to see that the necessary precautions are observed, that the advice given is followed out, and to give advice concerning charitable societies when necessary.

165. When a patient has been found to be in need of sanatorium care they are referred by B. S. I. 24 to the Tuberculosis Hospital Admission Bureau, 426 First Ave. where the final examination is made and arrangements made for admission to the proper institutions.

Preventorium at Farmingdale

166. The Preventorium at Farmingdale is for children between the age of 4 and 14 years who are predisposed to tuberculosis. Applicants must be examined by a physician who should fill out and sign the medical report blanks. These blanks should be filled out in duplicate and sent to the Hospital Admission Bureau. The applicants are then placed on a waiting list from which they are drawn for a final examination by the medical examiner for admission to the Preventorium to determine their acceptance or rejection. Children are cared for at the Preventorium for about three months.

Functions of the Hospital Admission Bureau

167. The Tuberculosis Hospital Admission Bureau and all matters relating to the institutional admission and discharge of consumptives, is under the joint supervision and control of a representative of the Commissioner of Health, and a representative of the Commissioner of Charities. The Physician in charge of the Admission Bureau will submit to them duplicates of all reports and special questions involving their own institutions and departments.

168. The various tuberculosis institutions maintained or subsidized by the City of New York are to be classified primarily as to the social status of the

patients received, and secondly as to their condition as follows:—

Class A.—(For Patients only temporarily dependent through illness.)

Stage of Disease.	Name of Institution.
1. Incipient.	Bay Brook.
2. Early favorable.	Otisville
3. Moderately Advanced	Bedford, Seton, Sea View, Brooklyn Home for Consumptives.
4. Far Advanced.	St. Joseph's, St. An- thony's, Montefiore Home.

Class B.—(For Patients of a chronic dependent type.)

1. Moderately advanced and favorable.	St. Vincent's, Staten Isl- and.
2. Far advanced and de- tention.	Metropolitan and River- side.
3. Closed cases.	Farm Colony and City Home.

Reception Hospitals

169. Bellevue and Kings County Hospitals will continue to be used as reception hospitals. Cases may be admitted to an institution receiving a lower class of cases, but not to one, admitting a higher class; *e. g.*, if there were no vacancies in Sea View or Seton, a class A3 case would go to Metropolitan Hospital but not to Otisville or Bedford. Negative sputum cases are to be admitted only to institutions of class A and Class A2. By negative sputum is meant three successive negative examinations.

Farm Colony

170. Dependents who have suffered from pulmonary tuberculosis but whose sputum has become continuously negative, are to be admitted or transferred through the Tuberculosis Hospital Admission Bureau, in the discretion of the Department of Public Charities to Farm Colony, S. I., or the Home for the Aged and Infirm, Blackwell's Island.

Field Investigation in Tuberculosis Cases

171. All investigations as to family and home for the hospitals or institutions, and all follow-up work subsequent to discharge, are to be made by the field force of the Department of Health, final decision as to ability to pay shall rest with the Department of Charities. All investigations shall be reported through the Hospital Admission Bureau.

Applications, History and Waiting List Card

172. The same card is to be used for all institutions for recording the applications, and the social and physical condition. This is to be submitted in duplicate by all outside agencies referring cases. The class and subdivision of the case will be indicated in the upper right hand corner of the card. But two waiting lists are to be kept in which are to be filed according to the date of the original application, one for Sanatoria (Class A and 2) and one for all other institutions. Very urgent cases are not to be put on either waiting lists but held for immediate disposition. By means of the class letter and number on the history card, vacancies in an institution of a given class can be readily and equitably filled. Cases are to be admitted in the order of application. Exceptions are to be approved by one of the Supervising Committee.

173. Every patient admitted to any institution through the Tuberculosis Hospital Admission Bureau, is to bind him or herself to remain in the institution a certain time if required. The period is to vary according to the institution, from a week at Metropolitan Hospital to six months at Otisville.

Forcible Detention at Riverside and Metropolitan Hospitals

174. Provision is to be made for the forcible detention of cases at Riverside and Metropolitan Hospitals, with separate detention wards and police facilities.

Sputum Examination

175. The sputum of every patient is to be examined once each month in all institutions. In all cases giving a negative result, it is to be examined at the end of two weeks. Three successive negatives sputum examinations with absence of active clinical signs, are to call for the discharge of a patient from all institutions except classes A and A2. Should such patients have no home nor means of support, they are to be transferred to Farm Colony or the Home for the Aged and Infirm at the discretion of the Commissioner of Charities.

Discharges from Tuberculosis Hospitals and Sanatoria

176. No cases are to be discharged from any institution without notifying a representative of the field force. The duty of the field force shall be to visit the institution at regular intervals, to furnish information as to the conditions at the home of the patient and the number of applicants on the waiting list, to assist the institution in every possible way, and to enable the Hospital Admission Bureau to keep in touch with the patient throughout his stay in the institution. Should it be necessary to discharge a patient who should not return home, the Hospital Admission Bureau is to make arrangements for transfer to another institution.

Incipient and Early Cases

177. As far as possible incipient and early cases are to be given immediate care pending their admission to a sanatorium.

The Association of Tuberculosis Clinics

178. The Association of Tuberculosis clinics with executive offices at 105 E. 22nd Street is the outgrowth of an experiment undertaken by the committee on the Prevention of Tuberculosis of the New York Charity Organization Society, to demonstrate the pos-

sibilities of effective home treatment of tuberculosis in New York City. Purposes of the Association are as follows:—

To organize dispensary control of Pulmonary Tuberculosis in New York City.

To develop a uniform system of operation of such dispensaries as are organized for the purpose.

To retain patients under observation until they are satisfactorily disposed of, and to prevent their drifting from one dispensary to another.

To establish and maintain a district system of dispensary treatment.

To facilitate the attendance of patients at the dispensary most convenient to their homes.

To facilitate the work of visiting nurses in the homes of patients.

To provide for each patient requiring it, assistance by special funds or benevolent organizations and proper hospital or sanatorium care.

To operate with, and assist as far as possible, the Department of Health in the supervision and pulmonary tuberculosis.

Day Camps

179. There are five day camps for the use of incipient and moderately advanced tuberculosis cases, who have the time and are willing to spend a certain part of the day in taking the rest cure in the open air but who are unable to leave the city. Nurses are in immediate charge of the patients and regular visits are made by physicians in attendance. In connection with these camps, there are conducted fresh air schools under the supervision of teachers appointed by the Department of Education for those tubercular children who have been excluded from the public schools.

180. Applicants for admission to the day camps are admitted through any of the clinics belonging to the association. (See list of Clinics.)

INSANE

Insanity Law, Art. 4, Sec. 80

181. A person alleged to be insane may be committed to an institution by a judge of a court of record of Supreme Court, upon a certificate of lunacy made by two qualified medical examiners in lunacy, and a verified petition from any relative or friend of the person alleged to be insane.

Sec. 87.

182. It shall be the duty of Bellevue and Allied Hospitals or of the Commissioner of Public Charities of the City of New York, to see that proceedings are taken for determining the mental condition of anyone who is reported to them as apparently insane.

(See Section 671 of the Greater New York Charter—Temporary care of the insane.)

183. An insane person will be received in the psychopathic wards of Bellevue or Kings County Hospitals, upon the petition of a relative or friend. The relative or friend may accompany the person to the hospital and there sign the petition.

184. A person suspected to be insane, will be accepted by the hospitals if he is under arrest.

185. After an insane person has been in the psychopathic ward and it has been determined that he is insane, he will be taken by the hospital before a judge of a court of record, who will commit him to a State Institution for the insane.

186. Insane people are not permanently discharged by the institution until they have been out for a probationary period of six months. If they become insane again within the six months probationary period, they are taken back by the institution without recommitment. If they remain sane for more than six months, the entire process of commitment must be repeated.

INEBRIATES

Greater New York Charter, Chapter 551, Sec. 693

187. Any male person who is a resident of the city of New York and who is adjudged by a court of record to be an inebriate may, upon his own application, or upon the petition of a relative, or of the Commissioner of Public Charities or the Board of Trustees of Bellevue and Allied Hospitals and upon the certificate of two medical examiners in lunacy, be committed by the court to the Board of Inebriety for a period of not less than one year, nor more than three years.

188. Any case for inebriety for which assistance is needed, should be referred to the Board of Inebriety at 300 Mulberry Street, Manhattan. A field officer of this Board will investigate the case and the Board will give whatever assistance is within its power.

VAGRANTS

Greater New York Charter, Sec. 662

189. "The Commissioner shall make provision for the temporary care of vagrant and indigent persons, and shall provide for an investigation into the circumstances of all such persons, and shall cause every person who is found upon investigation to be a vagrant, to be brought before a magistrate pursuant to law
....."

190. All vagrants should be referred to the Municipal Lodging House, or other departmental institutions, where they will be given temporary lodging until they can find employment or, if in need of institutional care, until they can be committed to the proper institution.

HOMES FOR AGED AND INFIRM

Poor Law, Art. 3, Sec. 20

191. "When any person shall apply for relief to an overseer of the poor in a county having an almshouse, such overseer of the poor shall inquire into the state and circumstances of the applicant, and if it shall ap-

pear that he is a poor person and requires permanent relief and support. the overseer shall. cause such poor person to be removed to the county almshouse, or to be relieved and provided for as the necessities of the applicant may require.”

192. All applications for admission to the Home for the Aged and Infirm, Blackwell's Island, and all applications in Manhattan to the New York City Farm Colony are to be made at the Municipal Lodging House, 432 E. 25th Street. All applications for admission to the Blackwell's Island Hospitals are to be made at East 70th Street. Applications for admission to the Home for the Aged, Brooklyn, are made at the institution. An investigator from the Hospital Division calls daily to prepare a history card for each new admission. The field work necessary on all public home cases is done by the Hospital Division.

193. In case an applicant is able to pay, he is referred to a private home, if one is available. Otherwise he may be admitted to a city home and put under an agreement to pay.

194. When an application is received at a district office, the information submitted should be entered on B. S. I. 2 and forwarded to the Hospital Division. A homeless applicant in Manhattan and the Bronx may be sent to the Municipal Lodging House with a note to the Superintendent, asking that he be given temporary lodging pending investigation.

195. Investigation should be made within five days for city home and Farm Colony cases, as the Municipal Lodging House will not keep a person longer. Investigation should include the usual facts as to financial status, ability of relatives and friends to assist, and the legal residence of the applicant.

196. When a case is approved a permit B. S. I. 8 is forwarded to the institution designated. For Manhattan and Bronx cases which are disapproved within five days of the date of application the Municipal Lodging House is notified at once by telephone and decision is confirmed in writing to the institution. If disapproval is made after five days from the date of application, written notice to the institution is sufficient. In Brooklyn notices of all decisions are sent only to the institution.

197. City home cases are not reinvestigated. When an applicant appears who wishes to be recommitted to an institution which he has left, the same procedure is followed as in an original application.

FARM COLONY COTTAGES

See General Order No. 28

198. Persons who are entitled to be supported at the expense of the city shall be eligible for admission to the New York City Farm Colony Cottages within the following qualifications:

a. They must be over sixty years of age, or, if under sixty years of age, must be suffering from some physical infirmity which incapacitates them from earning a living.

b. They must not be bedridden, nor suffering from any disease which, in the opinion of the director of the Bureau of Social Investigations, requires hospital care, except that a married couple may, in exceptional cases, be admitted if the husband or wife is bedridden, provided the other is able to care for the bedridden one.

c. They must be persons who have never been committed to a penal or correctional institution.

199. Persons meeting the above requirements may, on the order of the Commissioner, be admitted directly to the Cottages, from their homes in any borough of the city. Unless accompanied to the Cottages by relatives or friends, a suitable attendant may be designated by the Commissioner to accompany them to the institution.

200. Applicants may take with them to the Cottages such necessary clothing as they possess, or as may be provided for them by relatives or friends and may, while at the Cottage, wear such clothing, unless it shall be found by the Superintendent or someone designated by him, to be unclean or otherwise unsuitable.

201. Applicants may also, with the consent of the Superintendent of the Cottages, take with them personal effects that will contribute to their comfort. Such personal effects may be retained by them in the room at the Cottage unless in the judgment of the

Superintendent the retention and use of such articles would interfere with keeping the Cottage in a clean and orderly condition.

202. The Superintendent may order the removal from any inmate's room of any personal effects which, in his opinion, interferes with keeping the premises in an orderly and cleanly condition, and shall cause such personal effects to be stored in a safe place, and inmates shall have access to them at reasonable times. No such personal effects shall be destroyed without the consent of the inmate, except upon the written order of the Superintendent approved in writing by the Commissioner.

203. They must be found upon investigation by the Department, and by evidence which the Department considers adequate to have been of good moral character, and to have been compelled to seek aid through circumstances beyond their own control, i. e., not drunken, shiftless, dissolute, nor quarrelsome, and must be persons whose previous circumstances accustomed them to live a life of independence and refinement.

204. Applications for the Farm Colony Cottages may be made directly to a district office or through the Reception Hospital or through the superintendent of a public hospital or home. Applications may be made by the friends or relatives of such person. B. S. I. 7 should be used and should be filled out by the applicant when possible. If the applicant is unable to come to the district office, a social investigator may take the application form to his home and there fill it out. In addition to the application blank, B. S. I. 2 should be used for the investigation and should be kept as a permanent record in the district office.

205. Investigation should verify all the facts on the application blank, particular attention being paid to reference as to character and habits.

206. When the investigation is completed and approved, the application should be marked "Approved" on the first page, with the date and initials of the person approving. It should then be forwarded to the director's office. From the director's office, it will be sent to the chief medical inspector who will visit and examine the applicant, sign his report on the application blank and return it to the director.

207. Cases approved by the director will be entered on the waiting list. When a vacancy occurs in the Cottages, the application first on the list will be forwarded to the Commissioner for his signature. It will then be returned to the district office with directions to instruct the applicant at what time admission will be made and how to reach the Cottages, and if necessary to arrange for an escort. B. S. I. 7 should be given to applicant who will deliver same to the Superintendent of the Farm Colony Cottages.

Veteran's Relief

Poor Law, Art. 6, Sec. 80

208. No soldier, sailor or marine who has received an honorable discharge from the army or navy, may be sent to an almshouse or may his wife or children, nor his widow or children, if he is deceased, are and have been residents of the state for one year. (Half or full orphans of veterans may, however, be committed to an institution with the concurrence of the commander of the post or camp.)

209. These poor or indigent people shall be provided for at their homes by the Commissioner of Public Charities, and with his approval, upon the written recommendation of the relief committee of a G. A. R. or U. S. W. V. post or camp.

210. A poor or indigent soldier, sailor or marine, without family, who is not insane, may be sent to a soldiers' home. If he, or any member of his family, before or after his decease, become insane, he or such member of his family may be sent to the proper State Hospital for the insane upon the recommendation of the G. A. R. or U. S. W. V. post or camp within whose jurisdiction the case occurs.

211. Upon its approval of a case the G. A. R. post or U. S. W. V. camp will forward to the district officer a voucher in duplicate (B. S. I. 25 for G. A. R. and B. S. I. 27 for U. S. W. V.), one copy for the Dept. of Finance and one for the Dept. of Public Charities. This voucher must be signed by the Commander, Quartermaster, Adjutant and three members of the relief committee of the post or camp.

212. When such vouchers are for a new applicant, an application blank, B. S. I. 2, should be filled out and an investigation made of the case. Vouchers must be stamped with the district dating stamp.

213. Investigation must cover the financial status, length of residence and fact of honorable discharge. The religion must not be asked.

214. When recommending that a voucher submitted in behalf of a Grand Army or Spanish American War veteran be disapproved, district superintendent should forward to director's office the voucher submitted by the post or camp, prepared in triplicate for the director's signature, disapproving the application for relief. The district superintendent should endorse all accepted vouchers "Approved" with her initials and date in the lower left corner, before payment is made. The case number should be written in the upper right corner.

Payments

215. As soon as vouchers are approved, a type-written memorandum, containing the case No., name, address, post and amount allowed each voucher, should be forwarded to the cashier. A duplicate of this memorandum should be kept in the office.

Upon receipt of this memorandum, the cashier will prepare a check for each voucher listed and forward them, with the return memorandum of transmittal at the bottom of the blank, B. S. I. 26 for G. A. R. and B. S. I. 28 for U. S. W. V. to the district office. Upon receipt of the checks, the district superintendent will immediately notify the beneficiaries to call at the district office for them. If beneficiaries are not physically able to call for the checks, they will be delivered by social investigators.

216. The number of the check paid to the beneficiary should be written in the upper left corner of the voucher.

The vouchers should be receipted by the beneficiaries.

217. Receipted vouchers are to be forwarded immediately to the director's office, accompanied by a memorandum of transmittal in duplicate, in which the vouchers are to be listed. G. A. R. and U. S. W. V.

received vouchers should be separately listed. In this list, the name of the beneficiary and the rate of the voucher will be given. The original memorandum of transmittal will be retained at the director's office, and the duplicate returned to the district office, properly receipted and signed by the cashier.

Reinvestigations of Veterans' Cases

218. It is not necessary to make reinvestigations of G. A. R. cases more than once a year if at the time of the original application the condition which gives cause to the application is a permanent one. In all other G. A. R. and U. S. W. V. cases, approval may be made for a definite number of months after which reinvestigation must be made.

219. At the time a voucher for a new applicant is received, a card should be made out giving the name, address, case number, type of case, and name of post or camp. On this card should be a typewritten list of the twelve months for which application is made. When a case is approved for a number of months, a check in red ink should be made after each of these months. All vouchers received are compared with these cards and the amount asked and date of receipt of voucher are entered opposite the month for which payment is asked. If the month has been checked in red ink, the clerk assigned to this work should stamp the word "Approved" in the lower left hand corner of the vouchers and return same to district superintendent for initialing. If the month is the last one checked in red ink the case must be reinvestigated when the check is delivered. In the lower right corner of this card "Deliver check" should be written if beneficiary is unable to call for it.

POOR ADULT BLIND

Greater New York Charter, Sec. 676

220. The Commissioner is authorized to expend a certain amount of money for distribution among the poor adult blind, who are in need of relief, who are not inmates of any institution, who are citizens of the United States and who have been residents of this State for two years immediately preceding the appli-

cation for relief. This money is distributed semi-annually and will not exceed \$100 annually to each person.

221. Application must be made at one of the district offices of the Bureau of Social Investigations. If the applicant is too infirm to come to the office, a social investigator may fill out the application blank at the home of the applicant.

222. In case of doubt as to blindness, applicant should be referred to Manhattan Eye, Ear and Throat Hospital, Brooklyn Eye and Ear Hospital or the Department of Health Clinics in Richmond and Queens for examination.

223. Applications received after June 15th will not be considered for participation in the distribution for that year, except in the event of a vacancy occurring in the original roll. In that case applications received after June 15th may be substituted in the order of the date of application.

224. Applications must be renewed each year. Beneficiaries on the pay roll are notified from the director's office to file their applications as soon after January 1st as possible, in order to participate in the distribution for the year.

225. Investigation should be made on B. S. I. 2 and should ascertain the financial status of applicant, home conditions, and verify the age, citizenship and two years residence in New York City. The religion of the applicant must not be asked.

226. An alphabetical list of approved applications should be forwarded to the director's office on June 23d. This list should give name, address and case number. Cases approved after the closing of the list should be reported on B. S. I. 30.

227. Approved applications should be submitted on or before July 1st. Applicants whose request for relief is disapproved, should be notified by the district superintendent. The form of notification is: "This is to inform you that your application to participate in the distribution of the poor adult blind fund has been disapproved for the reason that you are (here insert the appropriate reason, using only the reasons given in the statistical cards).

Payments

228. Payments are made semi-annually, between July 1st and 10th and between December 1st and 10th. The pay roll is prepared in the director's office. Beneficiaries able to travel are assembled in convenient places on designated days for payment. Beneficiaries unable to travel are paid in their homes.

ALIENS

United States Immigration Act

229. Section 2. "The following classes of aliens shall be excluded from admission into the United States: All idiots, imbeciles, feeble minded persons, epileptics, insane persons and persons who have been insane within five years previous, persons who have had two or more attacks of insanity at any time previously; paupers; persons likely to become a public charge; professional beggars; persons affected with tuberculosis or with a loathsome or dangerous contagious disease; persons not comprehended within any of the foregoing excluded classes who are found to be and are certified by the examining surgeon as being mentally or physically defective, such mental or physical defect being of a nature which may affect the ability of such alien to earn a living; persons who have been convicted of or admit having committed a felony or other crime or misdemeanor involving moral turpitude"

230. Section 20. "Any alien who shall enter the United States in violation of law and such as become public charges from causes existing prior to landing, shall be taken into custody and deported to the country whence he came at any time within three years after the date of his entry into the United States. . . ."

231. An alien is a foreign born person who is not a citizen of the United States, irrespective of the length of his residence in this country.

Deportation

232. An alien can be deported if he becomes a public charge before he has been in this country one year.

233. Any alien who becomes a public charge after he has been in this country one year but before he has been here three years, can be deported if the cause of his destitution existed prior to his arrival. When he has been in this country more than three years, he cannot be deported, but the State Board of Charities will arrange for his return if he can be persuaded to go. The American born wife and children of an alien cannot be deported, but the State Board of Charities will arrange for their return also if advisable.

234. When it is found that an alien whose removal is desired has become a public charge the commitment of an alleged dependent alien to the State Board of Charities, B. S. I. 31 should be filled out by the district superintendent and forwarded to the director's office. It will then be forwarded to the Superintendent of State and Alien Poor.

235. If an alien poor person who is not subject to deportation wishes to be returned to his country, this same form should be filled out and forwarded to the director's office. Before action can be taken, it will be necessary for the applicant to become a public charge by entering the Municipal Lodging House or other designated institution.

Non-Residents

236. A non-resident poor person is one who has become a public charge, and who is a legal resident of another state, not having been in New York state for one year.

237. When a non-resident person becomes a public charge "the commitment of an alleged non-resident poor person to the State Board of Charities," B. S. I. 32, should be filled out and forwarded to the director's office.

238. *Investigation* should include information from the locality to which the person should be removed, showing either legal settlement in that locality, or presence of friends who are able and willing to main-

tain such person. When possible, such information should be obtained from the local poor law officials, failing that, from the local associated charities or other charitable agencies.

239. Letters from individuals offering to care for such dependents should be accompanied by letters from ministers or other reputable citizens to vouch for their character and ability.

240. Copies in duplicate of this information should be forwarded to the director as soon as it is received. The original commitment should not be held until the information is obtained but should be forwarded immediately to the director.

241. When a non-resident poor person is admitted to one of the departmental institutions through the Admission Bureau or directly, a non-resident blank will be filled out and forwarded to the district office covering the district in which the applicant resides. The district superintendent will then verify the statements made by the applicant and forward the case to the director's office to be forwarded to the State Board of Charities.

STATE POOR

Poor Law, Art. 7, Sec. 90

242. Any person who shall not have resided sixty days in any county in the State, within one year preceding the time of application by him for aid . . . shall be deemed to be a state poor person.

243. When a state poor person is committed to an institution, the district superintendent should use B. S. I. 33 proceedings and testimony in the matter of a state poor person committed to the State Almshouse. This form should be filled out, signed by the person committed before a notary public or commissioner of deeds, and forwarded to the director's office. In filling out this form, on the last line after the words "issued a warrant for his removal to the State Almshouse at," should be entered the name of the institution in which the person is at the time. When it is properly filled out and signed, the district superintendent should mark it "Approved," with her initials, and the date on the top margin of the page. In the

case of a dependent family the "proceedings and testimony" should be taken in the name of the head of the family and a notation should be made of the members of his family accompanying him.

244. When a state poor person is in a private hospital, the social investigator will prepare the "proceedings and testimony." For a person in public hospital, this form will be prepared and forwarded to the director's office by the public hospital or through the Reception Hospital.

245. Accompanying the "proceedings and testimony" when it is forwarded to the director's office, should be a warrant for removal on B. S. I. 34. On this form, after the words "to the State Almshouse at," there should be entered the name of the State Institution to which the person may be removed. In Manhattan and the Bronx this institution is "The City Home," Blackwell's Island; in Brooklyn, Queens and Richmond it is the "Home for the Aged and Infirm," Brooklyn.

TRANSPORTATION

Greater New York Charter, Sec. 662

246. "The Commissioner of Public Charities shall have power to pay the cost of the removal or transportation of any person who may come under his charge, whenever in his judgment the city will thereby be relieved from an unnecessary or improper charge."

Penal Law, Art. XLIV., Sec. 1650

247. It is a misdemeanor for anyone to send or bring a poor person from one city, town or county to another for the purpose of avoiding the charge of such indigent person.

248. When an application for transportation is made at a district office, the applicant's statement should be entered on B. S. I. 2. The applicant, if destitute, should be referred to the Municipal Lodging House, pending investigation of his case.

249. *Investigation* should verify residences and causes of destitution. It is necessary to communicate with the relatives, friends or local authorities, in the place to which transportation is desired. Transportation will not be granted without assurance that the local authorities, relatives or friends will be willing and able to care for such person. It should also be ascertained whether they will pay in whole or in part the cost of transportation.

250. When a transportation case has been approved by the district superintendent, a statement of the case, together with a copy of the letter expressing willingness to receive the applicant, should be forwarded to the director's office with a request for transportation. If the case is approved by the director, an order on a transportation company, also money for meals if necessary, will be forwarded to the district superintendent who will notify the applicant to call for it and take it to the transportation company's offices, where he will receive the proper ticket.

251. Transportation cases may be approved for persons who are not destitute at the time of application. The decision will depend on the degree of probability of the applicant becoming destitute. Institutional cases, who are residents of this city, may receive transportation if it can be established that they have relatives or friends elsewhere who are willing to care for them but are unable to pay for their transportation.

PART II

Commonly Used Social Agencies

252. Social investigators should always bear in mind the importance of co-operating with social agencies. In cases where another charitable agency has known the family, social investigators should never fail to consult the agency for a report of their dealings with the family, and for their advice regarding the breaking up of the family. Such an interview may often disclose facts concerning the family in question which would result in making a different plan for them. When families are found to be in need of emergent relief, or if it seems wiser to secure material relief from a charitable agency rather than break up the family by committing the children, social investigators should refer the families to the following:

In Manhattan

253. Catholic Family, St. Vincent de Paul Society, 375 Lafayette Street.

Protestant or Catholic families, either, Association for Improving the Condition of the Poor or Charity Organization Society, 105 East 22nd St.

Hebrew Family, United Hebrew Charities, 356 Second Ave.

In Brooklyn

Catholic Family, St. Vincent de Paul Society, 4 and 5 Court Square.

Protestant Family or Catholic, Brooklyn Bureau of Charities, 69 Schermerhorn St.

Association for Improving the Condition of the Poor, 104 Livingston St.

Hebrew Family, United Jewish Aid Society, 756 Flushing Ave.

ASSOCIATION FOR IMPROVING THE CONDITION OF THE POOR

254. The Association's activities are grouped under two departments: Department of Family Welfare, Department of Social Betterment.

There are no district offices for the Borough of Manhattan. The central office is located at 105 East 22nd St., (Telephone, Gramercy 7040). Bronx District Office: 1283 Franklin Ave. (Telephone 1157 Tremont.)

CHARITY ORGANIZATION SOCIETY

District Offices

255. *Bronx District*—519 Bergen Ave. (tel. 9841 Melrose), Harlem River to City line, east of B'way.

Chelsea District—400 W. 23rd St. (tel. 1028 Chelsea), 14th St. to 30th St., West of Fifth Ave.

Clinton District—261 W. 52d St. (tel. Circle 850), 46th St. to 53rd St., West of 5th Ave.

Corlears District—192 Bowery (tel. Spring 5348), South of Houston Street, East of Broadway.

Gramercy District—105 E. 22nd St. (Gramercy 4066), Houston to 28th St., East of Broadway and 5th Ave.

Greenwich District—59 Morton St. (Spring 5215), South of 14th St., West of Broadway.

Harlem District—71 East 125th St. (Harlem 793), 116th St. to Harlem River, East of 7th Ave.

Hudson District—1974 Broadway (tel. 3253 Columbus), 53rd to 96th St. West of 5th Ave.

Jefferson District—215 E. 116th St. (tel. Harlem 6587), 104th to 116th St. East of 3rd Ave.

Kennedy District—176 East 95th St. (tel. Lenox 7767), 90th to 104th Sts. between Fifth Ave. and East River and 104th to 116th Sts. between 7th and 3rd Aves.

Kips Bay District—141 East 50th St. (tel. Plaza 8410), 28th to 63rd St. East of 5th Ave.

Lowell District—224 W. 34th St. (tel. 2787 Greeley), 30th to 46th Sts., West of 5th Ave.

Riverside District—118 Lawrence St. (tel. 1303 Morningside), 96th St. to City Line, West of 7th Ave., Harlem River and Broadway.

Yorkville District—203 East 71st St. (tel. 8561 Lenox), 63rd St. to 90th Sts., East of Fifth Ave.

BROOKLYN BUREAU OF CHARITIES

District Offices

256. Bedford District: 1660 Fulton St.
 Bushwick District: 723 Hart St.
 East New York District: 141 Pennsylvania Ave.
 Flatbush District: 1709 Church Ave.
 Gowanus District: 321 9th St.
 Greenpoint District: 82 Eagle St.
 Navy Yard: 322 Day St.
 Red Hook District: 419 Clinton St.
 St. Mark's District: 1660 Fulton St.
 Southern District: 330 60th St.
 Williamsburg District: 255 Division Ave.

Brooklyn Association for Improving the Condition of the Poor

257. There are no district offices. Office located at 104 Livingston St.

Milk Stations

258. In families where babies seem to be under-nourished and in need of attention, social investigators should refer mothers to the following milk stations, which are under the jurisdiction of the Department of Health:

Manhattan.

259. 108 *Cherry St.*—(Tel. Orchard 5218), District Boundaries: North, Division St.; east, Market St.; south, East River, Battery Park; west, Broadway and Park Row.

- 54 *Market St.*—No district; does not canvass.

96 *Monroe St.*—(Tel. 5673 Orchard), District Boundaries: North, Division St.; east, Clinton St.; south, East River; west, Market St.

74 *Allen St.*—(Tel. 267 Orchard), District Boundaries: North, Broome St.; east, Orchard St.; south, Division St.; west, the Bowery.

122 *Mulberry St.*—(Tel. 2680 Franklin), District Boundaries: North, Broome, Mulberry and Hester Sts.; east, Bowery; south, Park Row and Chambers St.; west, Broadway.

169 *Mott St.*—(Tel. 4188 Spring), District Boundaries: North, Broome St.; east, Bowery; south, Hester St.; west, Mulberry St.

204 *Henry St.*—(Tel. Orchard 8200), District Boundaries: North, Division St.; east, Scammel St.; south, East River; west, Clinton St.

251 *Monroe St.*—(Tel. 7113 Orchard), District Boundaries: North, Grand St.; east, East River; south, East River; west, Scammel St.

207 *Division St.*—(Tel. Orchard 4204), District Boundaries: North, Grand St.; east, Division St.; south, Division St.; west, Orchard St.

110 *Suffolk St.*—(Tel. 7114 Orchard), District Boundaries: North, Rivington St.; east, Pitt St.; south, Grand St.; west, Orchard St.

73 *Cannon St.*—(Tel. 1502 Orchard), District Boundaries: North, E. Houston St.; east, E. River; south, Grand St.; west, Pitt, Rivington and Columbia Sts.

209 *Stanton St.*—(Tel. 2809 Orchard), District Boundaries: North, E. 2nd St.; west, Columbia St.; south, Rivington St.; west, Orchard St. and First Ave.

244 *Mulberry St.*—(Tel. 8534 Spring), District Boundaries: North, Bond St.; east, Bowery; south, Broome St.; west, Broadway.

174 *Eldridge St.*—(Tel. 6175 Orchard) District Boundaries: North, East 2nd St.; east, 1st Ave. and Orchard St.; south, Broome St.; west, Bowery.

Essex and Broome Sts.—(Tel. 636 Orchard), no district.

172 *E. 3rd St.*—(Tel. 7057 Orchard)—District Boundaries: North, St. Mark's Pl. and E. 8th St.; east, Lewis St.; south, Houston St. and E. 2d St.; west, Bowery and 3rd Ave.

Tompkins Sq. Park—(S). No district—does not canvass.

326 *E. 11th St.*—(Tel. 6792 Orchard), District Boundaries: North, E. 18th St., 1st Ave., E. 16th St.; east, Ave. A.; south, St. Mark's Pl.; west, 3d Ave.

513 *E. 11th St.*—(Tel. 7058 Orchard), District Boundaries: North, E. 16th St.; east, Avenue D.; south, E. 8th St.; west, Avenue A.

281 *Avenue A.*—(Tel. 1421 Stuyvesant), District Boundaries: North, E. 23rd St.; east, East River; south, E. 16th St.; west, 1st Ave.

240 *E. 28th St.*—(Tel. 8943 Mad. Sq.), District Boundaries: North, E. 32d St.; east, East River, E. 23rd St. and 1st Ave.; south, E. 18th St.; west, 4th Ave.

348 *E. 32d St.*—(Tel. 3739 Mad. Sq.). No district—does not canvass.

241 *E. 40th St.*—(Tel. 2246 Murray Hill), District Boundaries: North, E. 55th St.; east, East River; south, E. 32d St.; west, Lexington Ave.

322 *E. 59th St.*—No district, does not canvass.

416 *E. 65th St.*—(Tel. 6277 Plaza), no district—does not canvass.

205 *E. 66th St.*—(Tel. 5421 Plaza), District Boundaries: North, E. 69th St.; east, East River; south, E. 63rd St.; west, 3d Ave.

421 *E. 74th St.*—(Tel. 7392 Lenox), District Boundaries: North, E. 81st St.; east, East River; south, East 69th St.; west, Lexington Ave.

523 *E. 78th St.*—(Tel. 3043 Lenox), no district—does not canvass.

451 *E. 86th St.*—(Tel. 7037 Lenox), District Boundaries: North, E. 90th St.; east, East River; south, E. 81st St.; west, 2d Ave.

205 *E. 96th St.*—(Tel. 7453 Lenox), District Boundaries: North, E. 101st St.; east, East River; south, E. 90th St.; west, 5th Ave.

225 *E. 107th St.*—(Tel. 4863 Harlem), District Boundaries: North, E. 108th St.; east, East River; south, E. 101st St.; west, 5th Ave.

303 *E. 111th St.*—No district, does not canvass.

315 *E. 112th St.*—(Tel. 6594 Harlem).

2287 1st Ave.—(Tel. 6404 Harlem), District Boundaries: North, E. 120th St.; east, East River; south, E. 114th St.; west, 5th Ave.

Mount Morris Park—No district, does not canvass.

453 E. 121st St.—(Tel. 5156 Harlem), District Boundaries: North, E. 129th St.; east, East River; south, E. 120th St.; west, 3rd Ave.

511 E. 149th St.—(Tel. 6422 Melrose).

583 Cortland Ave.—(Tel. 3000 Melrose), District Boundaries: North, E. 157th St.; east, Melrose Ave.; south, E. 149th St.; west, Park Ave.

1354 Webster Ave.—(5619 Melrose).

2380 Hughes Ave.—(6784 Tremont).

78 9th Ave.—(Tel. 3114 Chelsea), District Boundaries: North, W. 23d St.; east, 6th Ave.; south, Christopher St.; west, Hudson River.

38 Macdougall St.—No district, does not canvass.

114 Thompson St.—(Tel. 6276 Spring), District Boundaries: North, Christopher St., 6th Ave., 4th St.; east, Broadway; south, Canal St.; west, Hudson River.

511 W. 41st St.—(Tel. 5207 Bryant), no district, does not canvass.

402 W. 37th St.—No district, does not canvass.

289 10th Ave.—(Tel. 6563 Chelsea), District Boundaries: North, W. 36th St.; east, 7th Ave.; south, W. 23d St.; west, 11th Ave.

60th St. and Amsterdam Ave.—(Tel. 6231 Columbus), District Boundaries: North, W. 68th St.; east, Central Park W. and Broadway; south, W. 55th St.; west, Hudson River.

510 W. 47th St.—(Tel. 3662 Bryant), District Boundaries: North, W. 55th St.; east, Broadway; south, W. 45th St.; west, Hudson River.

337 W. 41st St.—(Tel. 4054 Greeley), District Boundaries: North, W. 45th St.; east, 7th Ave.; south, W. 36th St.; west, 11th Ave.

35 W. 139th St.—(Tel. 1790 Harlem), District Boundaries: North, W. 140th St.; east, 5th Ave.; south, W. 135th St.; west, 8th Ave.

152 W. 100th St.—(Tel. 1234 Riverside), District Boundaries: North, W. 108th St.; east, Central Park West; south, W. 100th St., Columbus Ave., W. 98th St.; west, Amsterdam Ave.

Brooklyn

- 260. 1—268 South 2nd St., Tel. Stagg 2850.
- 2—185 Bedford Ave., Tel. Greenpoint 3321.
- 3—126 Dupont St., Tel. Greenpoint 3293.
- 4—605 Park Ave., Tel. Williamsburg 5185.
- 5—295 Bushwick Ave., Tel. Williamsburg 5575.
- 6—994 Flushing Ave., Tel. Williamsburg 4459.
- 7—233 Suydam St., Tel. Bushwick 5396.
- 8—239 Graham Ave., Tel. Williamsburg 3791.
- 9—69 Johnson Ave., Tel. Stagg 3633.
- 10—167 Hopkins St., Tel. Williamsburg 2707.
- 11—208 Hoyt St., Tel. Main 2526.
- 12—184 4th Ave., Tel. South 2866.
- 13—49 Amboy St., Tel. East New York 2495.
- 14—2346 Pacific St., Tel. East New York 29.
- 15—552 Sutter Ave.
- 16—129 Osborn St., Tel. East New York 3527.
- 17—329 Osborn St., Tel. East New York 4314.
- 18—651 Manhattan Ave.
- 19—359 Manhattan Ave.
- 20—176 Hudson Ave., Tel. Main 6242.
- 21—176 Nassau St., Main 7426.

Richmond

- 261. 1—689 Bay St., Stapleton, S. I., Tel. Tompkinsville 686 W.

Queens

- 262. 1—114 Fulton St., Astoria, L. I., Tel. 76 Astoria.

BIG BROTHERS AND BIG SISTERS

263. In families where there are children ages ten to sixteen years who appear to be in need of a friend, social investigators should report the matter to the following offices of the Big Brother and Sister Movement.

Manhattan

For Catholic boys, Children's Court, 137 East 22d St. For Protestant boys, 200 Fifth Ave. For Hebrew boys, 356 Second Ave. For colored boys (Protestant) 200 Fifth Ave. For colored boys. (Catholic), 137 East 22d St.

265. For Catholic girls, 137 East 22d St. For Protestant girls, 200 Fifth Ave. For Hebrew girls, 137 East 22d St. For colored girls (Protestant), 200 Fifth Ave. For colored girls (Catholic), 137 East 22d St.

Brooklyn

266. For Catholic boys, Protestant boys, Hebrew boys, colored boys, Brooklyn Juvenile Probation Association, 102 Court St., Brooklyn.

267. For Catholic girls, Protestant girls, Hebrew girls, colored girls, Brooklyn Juvenile Probation Association, 102 Court St., Brooklyn.

DAY NURSERIES

Manhattan

268. Children's Cottage Day Nursery..East 179th St.
 Sunbeam Day Nursery.....1147 First Ave.
 Silver Cross Day Nursery.....249 East 117th St.
 Mater Dei.....52 East 128th St.
 St. John's Day Nursery (R. C.)....367 Pleasant Ave.
 Abbey Day Nursery.....365 East 141st St.
 Bethlehem Day Nursery.....249 East 30th St.
 Presentation Day Nursery.....230 East 32d St.
 St. Agnes' Day Nursery.....225 East 45th St.
 Halsey Day Nursery.....227 East 59th St.
 Kips Bay Day Nursery.....402 East 50th St.
 Bethel Day Nursery.....329 East 62d St.
 St. John's Day Nursery.....223 East 67th St.
 Bethany Day Nursery.....402 East 67th St.
 Finch School Day Nursery.....338 East 69th St.
 Winifred Wheeler Day Nursery....540 East 76th St.
 Emanuel Sisterhood Day Nursery....318 East 82d St.
 St. Ignatius' Day Nursery.....243 East 82d St.
 Master's School Day Nursery.....519 East 86th St.
 St. Ann's Day Nursery.....240 East 90th St.
 Sisterhood of Social Workers' Aid..138 East 101st St.
 Sunnyside Day Nursery.....221 East 104th St.
 St. Cecilia's Day Nursery (R. C.)..221 East 105th St.
 Holy Family Day Nursery....250-254 East 112th St.
 Daughters of Israel Day Nursery....220 East 5th St.
 Virginia Day Nursery.....632 East 5th St.
 Day Nursery.....149 Avenue B

Little Missionary's Day Nursery...93 St. Mark's Place
 Day Nursery.....94 Fourth Ave.
 Day Nursery.....543 East 11th St.
 Day Nursery.....236 Second Ave.
 Day Nursery.....216 East 20th St.
 House of Aquila Day Nursery.....130 Stanton St.
 God's Providence House Day Nursery...330 Broome St.
 Brightside Day Nursery.....89 Cannon St.
 St. Michael's Day Nursery (R. C.).....135 2d St.
 St. Vincent de Paul (R. C.)....69 S. Washington Sq.
 Hebrew Day Nursery of New York....262 Henry St.
 East Side Day Nursery.....257 Henry St.
 Hebrew Day Nursery.....35 Montgomery St.
 Salvation Army Day Nursery.....94 Cherry St.
 Italian School Children's Aid

Society.....Hester and Elizabeth Sts.
 Lisa Day Nursery.....458 West 20th St.
 Nazareth Day Nursery (R. C.)....214 West 15th St.
 Jewell Day Nursery.....20 Macdougall St.
 St. Agnes' Day Nursery.....7 Charles St.
 Neighborhood Day Nursery.....244 Spring St.
 Downtown Day Nursery.....120 Cedar St.
 Little Mother's Aid Day Nursery...16 Greenwich St.
 Madonna Day Nursery (R. C.).....173 Cherry St.
 Salvation Army Day Nursery.....94 Cherry St.
 Catharine Mission Day Nursery....22 Catherine Slip,
 Cor. South St.

Washington Heights Day Nursery..350 W. 145th St.
 Hope Day Nursery (colored).....114 West 133d St.
 Manhattanville Day Nursery.....98 Lawrence St.
 Bloomingdale Day Nursery.....154 West 99th St.
 Colored Mission Day Nursery....225 West 30th St.
 L'Ecole Maternelle and Day Nursery...346 West 28th St.
 Chelsea Day Nursery.....346 West 27th St.
 Haven Day Nursery.....438 West 24th St.
 Wilson Industrial School Day Nursery...239 W. 69th St.
 Lincoln Day Nursery (colored)....202 West 63d St.
 Riverside Day Nursery.....149 W. 63d St.
 St. Joseph's Day Nursery (R. C.)....473 W. 57th St.
 Loving Arms Day Nursery.....789 10th Ave.,
 near 53d St.

West Side Day Nursery.....266 West 40th St.
 Day Nursery of Bethlehem Chapel...196 Bleecker St.

For detailed information concerning these day
 nurseries see Charities Directory.

Brooklyn

269. Bureau of Charities Northern Day Nursery	255 Division Ave.
St. Vincent de Paul.....	190 North 7th St.
Little Mother's Association Day Nursery..	Morton St.
St. Columbkil's Day Nursery.....	165 Eagle St.
Day Nursery.....	45 India St.
Gardner Sunshine Day Nursery....	532 Herkimer St.
St. Agnes' Day Nursery (R. C.)....	419 DeGraw St.
St. John's Day Nursery.....	438 Hart St.
Ridgewood Day Nursery....	227 Knickerbocker Ave.
Friend in Need Day Nursery.....	95 Bradford St.
Hebrew Ladies' Day Nursery.....	453 Hopkinson St.
St. Cecilia's Day (H.) Nursery.....	Monitor St.
Day Nursery.....	210 Richardson St.
Northern Day Nursery.....	255 Division Ave.
Bedford Day Nursery.....	1660 Fulton St.
Sheltering Arms Day Nursery.....	157 Dean St.
Mothers' Day Nursery of the Lincoln Settlement	105 Fleet St.
St. Joseph's Day Nursery (R. C.)....	873 Pacific St.
St. Phoebe's Mission Day Nursery..	123 DeKalb Ave.
Mothers' Aid Day Nursery.....	97 Lawrence St.
Central Day Nursery.....	65 Schermerhorn St.
Immaculate Conception Day Nursery...	117 Sands St.
First Hebrew Day Nursery.....	356 South 3d St.

Queens

270. United Workers' Day Nursery..	30 Monroe St., Flushing.
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Staten Island

271. Stapleton Day Nursery.....	44 Wright St., Stapleton.
New Brighton Day Nursery....	5th St., New Brighton
Port Richmond Day Nursery.....	36 Maple Ave., Port Richmond.
West New Brighton Day Nursery.....	Winegar Pl., West New Brighton.

SETTLEMENTS

Manhattan

272. Alfred Corning Clark Neighborhood House, 283 Rivington St. Tel. 17 Orchard.

Bloomingdale Guild, 136 West 97th St. Tel. 9130 River.

Bronx Church House, 171st St. and Fulton Ave. Tel. 2710 Tremont.

Bronx House, 1637 Washington Ave., between 172d and 173d Sts. Tel. 4686 Tremont.

Barat House, 223 Chrystie St. Tel. 5629 Orchard.

College Settlement, 95 Rivington St. Tel. 1755 Orchard.

Casa Maria (Spanish settlement), 215 West 14th St.

Christodora House, 145-147 Avenue B. Tel. 7010 Orchard.

Doe Ye Nexte Thyng Society Settlement, 18 Leroy Street.

Educational Alliance, East Broadway and Jefferson St. Tel. 1970 Orchard.

East Side House, 540 East 76th St. Tel. 2629 Lenox.

East Harlem Church and Neighborhood Center, 236 East 116th St.

Friendship Neighborhood House, 324 Pleasant Ave. Tel. 2267 Harlem.

Finch School Neighborhood Association, 338 East 69th St. Tel. 3784 Plaza.

Greenwich House, 26 Jones St. Tel. 5809 Spring.

Grace Church Neighborhood House, 98 Fourth Ave. Tel. 1282 Stuyvesant.

Grace Church Settlement, 414 East 14th St. Tel. 416 Orchard.

House of Aquila, 130 Stanton St. Tel. 1654 Orchard.

Hudson Guild, 436-438 West 27th St. Tel. 1481 Chelsea.

Hartley House, 413 West 46th St. Tel. 367 Bryant.

Henry Street Settlement, 265 Henry St. Tel. 8200 Orchard.

Home Garden Settlement, 405 East 116th St. Tel. 4377 Harlem.

Harlem Federation for Jewish Community Work Settlement, 240 East 105th St. Tel. 3545 Harlem.

Hamilton House, 72 Market St. Tel. 4109 Orchard.

Jacob Riis Settlement House, 48-50 Henry St. Tel. 34 Orchard.

Kennedy House, 423 West 43d St. Tel. 4736 Bryant.

Lenox Hill House, 446 East 72d St. Tel. 2915 Lenox.

Little Mother's Aid Association, 236 Second Ave. Tel. 177 Stuyvesant.

Margaret Bottome Memorial, 216 East 128th St.

Music School Settlement, 511 East 3d St. Tel. 3103 Orchard.

Madison House, 216 Madison St. Tel. 4507 Orchard.

Neighborhood House of the Faith Presbyterian Church, 349 West 48th St.

Recreation Rooms and Settlement, 186 Chrystie St. Tel. 4415 Orchard.

Richmond Hill House, 28 Macdougall St. Tel. 976 Spring.

Riverside Association, 259 West 69th Street. Tel. 2156 Columbus.

Salvation Army Settlement House, 94 Cherry St. Tel. 1545 Orchard.

Spring Street Presbyterian Church Neighborhood House, 244 Spring St. Tel. 3580 Spring.

St. John's Settlement, 367-369 Pleasant Ave. Tel. 2317 Harlem.

Sisterhood of Spanish and Portuguese, 316 East 5th St. Tel. 5038 Orchard.

St. Rose's Settlement of the Catholic Social Union, 257 East 71st St. Tel. 2273 Lenox.

Trinity Mission House, 209 Fulton St. Tel. 4516 Cortlandt.

Union Settlement Association, 235 East 104th St. Tel. 1691 Harlem.

University Settlement Society, 184 Eldridge St. Tel. 1510 Spring.

Warren Goddard House, 246 East 34th St. Tel. 3193 Murray Hill.

Wesley House, 212 East 58th St. Tel. 1985 Plaza.

Welcome Home Settlement, 320 Second Ave.

Brooklyn

273. Friendly House, 49 Warren St. Tel. 918 Hamilton.

Greenpoint Settlement, 85 Java St. Tel. 592M Greenpoint.

Hebrew Educational Society of Brooklyn, Pitkins and Watkins Aves.

Little Italy Neighborhood House, 146 Union St. Tel. 754M Hamilton.

Lincoln Settlement (Colored), 105 Fleet St. Tel. 3577 Main.

School Settlement, 148 Jackson St. Tel. 1817 Greenpoint.

St. Phoebe's Mission, 123 DeKalb Ave. Tel. 642 Main.

United Neighborhood Guild, 176 Nassau St. Tel. 4231 Main.

Willoughby House, 97 Lawrence St. Tel. 3416-J Main.

Willow Place Chapel House, 27 Columbia Place. Tel. 5696 Main.

CHILD CARING INSTITUTIONS

Visiting Days—Hours for Visiting—Directions to Reach Institutions

274. 1. *American Female Guardian Society and Home for the Friendless*, 986 Woodycrest Avenue, Bronx. Tel. Melrose 811.

Visiting Days—Last Friday of the month (no visiting on Sundays, no visiting during July and August),

Visiting Hours—From 1 P. M. to 8 P. M.

Most convenient route from institution to Brooklyn Bridge—Crosstown car at Woodycrest Avenue to Third Avenue elevated (161st Street station). From Third Avenue elevated to Brooklyn Bridge. 10c.

275. 2. *Asylum of the Sisters of St. Dominic*, Blauvelt, New York.

Visiting Days—Italians, first Sunday of the month. All others, second Sunday of the month.

Visiting Hours—From 10 A. M. to 5 P. M.

Most convenient, least expensive route—Via West Shore Railroad, Weehawken to Orangeburg station. Fare, return trip, 75c Sundays; 95c Wednesdays. Special summer, 65c Sundays only.

Least expensive route to Brooklyn Bridge—From boat at Weehawken ferry, take Cortlandt Street ferry; crosstown car to Brooklyn Bridge. Distance from Orangeburg station about one-half mile—ten minutes' walk. Conveyance not necessary.

276. 3. *Asylum of St. Vincent de Paul*, 215 West 39th Street.

Visiting Day—Sunday.

Visiting Hours—2 P. M. to 4:30 P. M.

To Brooklyn Bridge—Sixth Avenue elevated to City Hall. 5c.

277. 4. *Brooklyn Children's Aid Society*, 72 Schermerhorn St., Brooklyn. Tel. Main 6278.

Visiting Days—Every day in week.

Visiting Hours—At all hours of the day—early evening, including Sundays.

Subway at Borough Hall to Brooklyn Bridge. 5c.

278. 5. *Brooklyn Hebrew Orphan Asylum*, Ralph Avenue and Pacific Street, Brooklyn.

Visiting Days—First Sunday of the following months: January, March, May, July, August, October.

Visiting Hours—From 2 P. M. to 4 P. M.

Directions—Subway to Hoyt Street, Brooklyn, thence by Fulton Street elevated overhead to Ralph Avenue. The elevated station is three short blocks from the institution. Fare 10c.

279. 6. *Brooklyn Training School and Home for Young Girls*, 1483 Pacific Street.

Visiting Days—First Thursday of every month—followed by the next Sunday.

Visiting Hours—2 P. M. to 5 P. M. on Thursdays; 4 P. M. to 6 P. M. on Sundays.

Most convenient route—City line elevated at Brooklyn Bridge to Tompkins Avenue station; walk two blocks on Kingston Avenue to Pacific Street.

Least expensive route—As per above, 5c.

280. 7. *Colored Orphan Asylum and Association for the Benefit of Colored Children*, Riverdale-on-Hudson (West 261st Street), New York.

Visiting Days—Second and Fourth Fridays of each month. First Sunday of each month (for those who are unable to visit on Fridays).

Visiting Hours—3 P. M. to 5 P. M. Fridays; 2:30 P. M. to 4:50 P. M. Sundays.

Broadway subway to Van Cortlandt Park (242d Street). Trolley car running north to 261st Street. Walk west along 261st Street to Palisade Avenue and then turn to the left. Cost of trip 20c, return.

By train—Subway train to Grand Central station; take a New York Central train to Mt. St. Vincent station; walk up hill to Palisade Avenue. Fare 22c each way.

The distance from the trolley line to institution is about three-quarters of a mile from train and a quarter of a mile; no conveyance at either of these places. A taxicab can be obtained at 242d Street subway station.

Branch—Verbank Farm School.

New York Central train to Dutchess Junction, and there take a branch line to Verbank. A team can be hired to take one to the school, which is about a mile and a half from station. Fare \$3.68 round trip.

281. 8. *Dominican Convent of Our Lady of the Rosary*, 329 East 63d Street.

Visiting Days—Second and last Sunday of each month.

Visiting Hours—2 P. M. to 4 P. M., City House. *Branch*, 12 noon to 4 P. M., St. Agnes' Convent, Sparkhill, N. Y. Take the 23d Street or Chambers Street ferry to Jersey City. Then take the Northern Line to Sparkhill. No change till you reach station. Fare \$1.00 round trip. Fifteen minutes' walk from stations.

282. 9. *German Odd Fellows' Home Associations*, Yonkers, N. Y. Tel. Yonkers 2609.

Visiting Days—First and third Sunday of each month.

Visiting Hours—2 P. M. to 5 P. M.

Convenient route from Home to Brooklyn Bridge—Tuckahoe car in front of Home to Getty's Square, Yonkers, 5c. Change for subway at 242d Street, Van Cortlandt Park, 5c. This is a 40-minute railroad trip or one hour by subway.

More expensive route—Tuckahoe car to Tuckahoe, 5c—10-minute ride. The New York Central Railroad to 42d Street, 38c. Time 40 minutes. Subway to Brooklyn Bridge, 5c.

No conveyance from railroad station, as trolley passes by.

283. 10. *Hebrew Sheltering Guardian Society of New York. Orphan Asylum*, Pleasantville, N. Y.

Visiting Days—Saturdays and Sundays throughout the year.

Visiting Hours—Until 5 P. M.

Directions for reaching—Institution is on the Harlem Division of the New York Central Railroad, which starts from Grand Central. Round trip fare is \$1.25. (Ten-minute walk from station.)

Persons who desire to obtain conveyance from railroad station to institution should get off at Pleasantville, one station beyond Thornwood. Charges are 50c per person each way.

Special—The Boarding and Placing Out Bureau is located at 470 West 145th Street. Permits to visit children in the Boarding Out Department can be obtained by writing or calling at the office.

284. 11. *Hope Farm*.

Persons desiring permits should make personal application to the Secretary at Bronx Church House, 171st Street and Fulton Avenue, who can be seen every day, excepting Saturdays and Sundays. (Tel. Tremont 2710.) There are at present no regular visiting days. Fare to Verbank, return, \$3.64.

285. 12. *Howard Orphanage and Industrial School*, Kings Park, L. I.

Visiting Days—Third Sunday in every month. First Thursday in every month.

Visiting Hours—10:30 A. M. to 4 P. M.

Directions—Train at Pennsylvania Railroad, 34th Street, for Kings Park, L. I. Round-trip ticket \$2.27.

Reduced ticket on Sunday at \$1.29, by taking the special train, leaves city at 9 A. M.; Kings Park 4 P. M.

From Brooklyn—Take Long Island Railroad train at Flatbush Avenue, 8:58 Sunday mornings, or any time after that as per train schedule. Persons should always change cars at Jamaica, L. I., for Kings Park train.

The distance from the railroad station at Kings Park to the institution is nearly two miles. Conveyances may be hired at the stations, or a 'phone call from the waiting room to the office of the institution asking for a carriage to meet the visitor would be most satisfactory. For more than one visitor a charge of 25c each is imposed for auto or carriage service. For only one person 50c.

286 13. *Industrial School Association of Brooklyn, E. D.*, 141 South 3rd Street, Brooklyn.

Visiting Days—Last Wednesday of every month.

Visiting Hours—1:30 to 6 P. M.

The home is within two minutes walk from the Williamsburg Bridge, over which the following cars run: Nostrand Avenue, Franklin Avenue, Reid Avenue, Sumner Avenue, Tompkins Avenue, Grand Street, Ralph & Rockaway Avenue, Bushwick Avenue, Metropolitan Avenue, Broadway. The above lines of cars transfer to all Park Row bound cars. Fare, 5c.

Branch—*J. W. Smith Memorial*, 482 Humboldt St., Bklyn.

Visiting Days and Hours—Same as main building. Graham Avenue car direct to Park Row. Fare, 5c.

287 14. *Institution of Mercy*, 1073 Madison avenue.

Visiting Days—Every second Sunday of the month.

Visiting Hours—From 2 to 4 o'clock P. M.

Madison Avenue cars to Brooklyn Bridge. Fare, 5c.

Institution of Mercy, Tower Hill, Tarrytown, N. Y.

Visiting Days—Every third Sunday of the month.

Directions—Putnam R. R. from 155th Street and Eighth Ave. to Tarrytown. Return trip ticket to Tower Hill Station, 80c. fare. No conveyance needed. Trains run 9:15 and 11:00 A. M. Daily, 2:25 and 3:40 P. M.

288 15. *The Trustees of The Leake and Watts Orphan House In The City of New York*, Yonkers, N. Y.

Visiting Days—First Sunday and last Friday of the month.

Visiting Hours—First Sunday from 4 to 5. Last Friday from 3 to 5 in the afternoon.

Directions—Take Van Cortlandt Subway at Brooklyn Bridge to end of line, then surface cars to Valentine Lane, Yonkers. Walk west toward river. Fare 10c. No conveyance required as institution is less than mile from car line.

289 16. *Misericordia Hospital*, 531 East 86th St.

Visiting Days—Second and third Sundays of month for waiting maternity patients. Second and fourth Thursdays of the month from 2 to 4 P. M.

Convenient Route—Second Avenue L to Brooklyn Bridge, 5c.

L Station two blocks from Hospital.

Branch—*St. Mary's of the Angels*, Hartsdale, N. Y.

Fare, 50c. from Grand Central Station. Home is $1\frac{1}{2}$ miles from station.

Cab can be hired from station.

290 17. *Mission of The Immaculate Virgin*—City Office Lafayette St. and Gt. Jones Street, P. O. Box 3512.

Home—Mt. Loretto, Staten Island.

Visiting Days—Third Sunday of every month.

Visiting Hours—2 to 4 P. M.

Subway to South Ferry 5c.

Ticket (round trip), 60c.

Boat leaving South Ferry or the home connects with the train for Mt. Loretto.

On the regular visiting Sunday there is a special train which connects with the 12:30 boat from South Ferry, and runs directly into the grounds. Outside of the ordinary visiting day, the train stops at Pleasant Plains station, and there is a fifteen-minute walk to Mount Loretto.

Branch—*St. Benedict's Home for Colored Children*, Rye, N. Y.

Take subway from Bridge to Grand Central Station, N. Y. and N. H. train direct to Rye.

291 18. *Missionary Sisters of the Third Order of St. Francis*, also known as *St. Joseph's Home*, Peekskill, N. Y.

Visiting Days—Fourth Sunday of every month.

Visiting Hours—11 A. M. to 4 P. M.

New York Central R. R. from Peekskill to Brooklyn Bridge (round trip, \$1.50) and subway.

Not necessary to have a conveyance as institution adjoins R. R. station.

292 19. *New York Foundling Hospital*, 175 E. 68th Street (Plaza 1187).

Visiting Days—Any week day by appointment.

Visiting Hours—3 to 5 P. M.

Third Avenue L train to Brooklyn Bridge. Parents or relatives must make application to above institution for permits to visit children who are boarded out between the above hours.

Branch—*St. Joseph's By the Sea*, Huguenot Park, S. I. Subway to South Ferry, 5c. Take Ferry across to St. George, 5c. Train to Huguenot Park, hire stage to Home.

293 20. *New York Nursery and Child's Hospital*, 161 W. 61st St.

Visiting Hours—Children in hospital, every Sunday, 2 to 4 P. M.

Visiting Hours—Children in Foster Homes, any day except Sundays and holidays between the hours of 10 A. M. and 5 P. M.

Parents allowed to visit once a month.

Walk from hospital to subway at 59th St. and Columbus Circle.

Subway goes direct to Brooklyn Bridge. Fare, 5c.

Elevated train at 59th St. and Columbus Avenue to Park Row, 5c.

294 21. *Orphan Asylum Society*, 1485 Atlantic Ave., Brooklyn.

Visiting Days—First Sunday and first Wednesday of each month and Saturday afternoons and every holiday in the year.

Visiting Hours—Holidays, 1:30 to 5 P. M. School days, 3 to 5 P. M.

Tompkins Avenue L to Brooklyn Bridge, 5c. Institution short distance from L. I. R. R. (Nostrand Avenue Station), no conveyance is necessary.

295 22. *Orphan Home*, 153 Graham Avenue, Brooklyn.

Visiting Hours and Days—Every second Sunday from 2 to 5 P. M.

Branches—*Margaret Trade School*, Farmingdale, L. I.

Visiting Hours—Once a month at any hour.

From Brooklyn Bridge L to Jamaica—Train to Farmingdale, L. I.

Home about 2 minutes walk from station.

St. Rose Industrial School. Surface car from Farmingdale Station to Melville. Eight minutes ride brings one to the entrance of Home. Round trip fare to both places, \$1.30.

St. Dominic's Home—New Hyde Park, L. I., can be reached by surface car from Jamaica, L. I. Fare 10c. (Same rules for visiting as above.)

The Sorrowful Mother's Orphan Home, Morgan Avenue and Harrison Place, Brooklyn.

Visiting Days—Every second Sunday in the month.

Visiting Hours—2 to 5 P. M.

296 23. *Ottolie Orphan Asylum of New York*, Kaplan and Degraw Avenues, Jamaica, Long Island. (Tel. Jamaica 1679.)

Visiting Days—First Sunday and Monday of each month.

Visiting Hours—From 2 to 5 P. M.

Take Lexington Avenue L at Brooklyn Bridge to Cypress Hills, secure transfer change for surface car and ride to Kaplan Avenue, Jamaica. Fare, 5c.

By Trains—Take subway at Brooklyn Bridge to Flatbush Avenue Station. Take L. I. train to Jamaica station. Home can be seen from the station. Fare, 15c. There is a walk of 12 minutes from station to Home.

297 24. *Sacred Heart Orphan Asylum*—Reception House, W. 190th Street and Fort Washington Avenue. Also *Missionary Sisters of the Sacred Heart* West Park, N. Y.

Visiting Days—Third Sunday of every month between the hours of 2 to 5 P. M.

Take Third Avenue car at Brooklyn Bridge and transfer at 42nd Street crosstown to West Shore R. R. train to West Park. Fare, \$2.00 round trip during the summer months.

Conveyance furnished by institution.

Branch—Situated at Dobbs Ferry.

Same visiting days and hours as above.

(From Brooklyn Bridge) Subway to Van Cortlandt Park, take car and change at Yonkers. Take transfer to Hastings, walk from Hastings to Dobbs Ferry. Fare, 10c.

298 25. *St. Agatha's Home*, Manuet, New York.

Visiting Days—Every afternoon, week days and Sundays.

Erie R. R., N. J. and N. Y. Branch Chambers Street Ferry, and Hudson Terminal (fare \$1.20).

Conveyance required in stormy weather; cost 25c. each way.

299 26. *Sisters of St. Joseph, St. John's Home*, 992 St. Marks Avenue, Brooklyn.

Visiting Days—Second Sunday in each month for women and Fourth Sunday for men. Relatives are permitted to see their children 15 days after admission and thereafter on the days mentioned, 2 to 5 P. M.

Take Bergen Street car at Brooklyn Bridge, Track 7, get off at Albany Avenue. Building can be seen from this point. Fare 5c.

Branch—Hicksville, L. I. May be reached by way of the L. I. R. R. (Fare \$1.25) from Nostrand Avenue Station, excursion trip.

During the summer—Ocean Home, Surf Avenue and W. 28th Street, Coney Island, is open. Can be reached by Brighton Beach L, leaving from Park Row and transferring to the Norton Point car, which passes within one block of building.

300 27. *St. Joseph's Female Orphan Asylum*, 735 Willoughby Avenue, Brooklyn, New York.

The visiting days and hours are from 2 to 5 P. M. the second Sunday of each month for women and the fourth Sunday for men. The institution can be reached most conveniently from Brooklyn Bridge by taking either the Myrtle Avenue surface or L to Sumner Avenue. No conveyance is necessary. Fare 5c. each way.

301 28. *St. Malachy's Home*, Atlantic and Van Sicken Avenues, Brooklyn, *East New York Reception House*.

The regular visiting day is one month from the date of entrance. The hours for visiting are from 2 to 5 P. M. The most convenient and least expensive route to Brooklyn Bridge is to take the Lexington Avenue L at Van Sicken Avenue to Park Row. The fare is five cents each way. The distance from the station to the institution is one block.

Rockaway Park—The regular visiting days are the first Sundays of the month for women and the second Sundays for men. Hours are from 2 to 5 P. M. The most convenient route to Brooklyn Bridge is as follows: Take the L. I. R. R. train at Rockaway Park station to Flatbush Avenue. Then take subway direct

to the Bridge. Fare is 25c. one way. The least expensive route to the Brooklyn Bridge is as follows: Take Rockaway trolley to Far Rockaway. Then Far Rockaway trolley and transfer to the City Line train. Get off at Bergen Street and take the Bergen Street Trolley to the Brooklyn Bridge. Fare is 20c. one way. Five minutes walk from the station to institution.

Flushing—The regular visiting day is the third Sunday of the month. The hours for visiting are from 2 to 5 P. M. The most convenient and least expensive route to the Brooklyn Bridge is as follows: Take Flushing trolley to Maspeth which goes direct to Brooklyn Bridge. Fare 10c. one way.

302 29. *Society for the Aid of Friendless Women and Children*, 20 Concord Street, Brooklyn.

The visiting days are the first and third Sundays of the month. On the first Thursday, the hours are from 3 to 5 P. M. and 6 to 7:30 P. M. On the third Thursday from 3 to 5 P. M. The institution is situated two blocks from Brooklyn Bridge.

Their summer home is located at Demarest, N. J. Excursion tickets can be obtained for 80c. The home is situated a little over a mile from the station. To hire a conveyance, it is necessary to go to the station beyond Demarest, namely Closter, where a taxi can be secured for 50c each way. No special visiting days in the country. Parents and visitors may spend an entire day at the home.

303 30. *The Brooklyn Industrial School Associations and Home For Destitute Children*, 217 Sterling Place, Brooklyn.

The regular visiting day is the second Thursday of each month from 3 to 5 P. M. and from 6:15 to 8 P. M. The most convenient route from this institution to Brooklyn Bridge is via Flatbush Avenue car which goes directly to Park Row. Fare 5c. One can also change to the subway from a Flatbush Avenue car which is the quickest way. Fare 10c. The least expensive way to Brooklyn Bridge is via Flatbush Avenue car.

304 31. *The Brooklyn Nursery and Infants' Hospital*, 396 Herkimer Street, Brooklyn (Tel. 36 Bedford).

The visiting days are the first Sunday of each month from 10 to 12 A. M., also the third Thursday of each

month from 2 to 4 P. M. The most convenient route to this institution from Brooklyn Bridge is the Fulton Street L or surface car. Get off at Kingston Avenue and walk one block up Kingston Avenue to Herkimer St. Fare 5c. The Tompkins Avenue car which runs over Williamsburg Bridge stops at the corner of Herkimer Street and Kingston Avenue.

305 32. *Sisters of the Divine Compassion Good Counsel*, White Plains, N. Y.

Good Counsel Training School for Young Girls—The regular visiting day is the second Sunday in the month and arrangements for special visits may be made with the Sister Directress. The hours for visiting are from 1 to 4 P. M. The most convenient route from the institution to Brooklyn Bridge is the New York Central R. R. Harlem Division, from White Plains to Grand Central Terminal. Fare 45c each way. From Grand Central Terminal to Brooklyn Bridge, take subway or elevated R. R. or trolley car. Fare 5c.

A less expensive route from this institution to Brooklyn Bridge is as follows: Take Boston and Westchester R. R. from White Plains to 129th Street, fare 25c each way. Take 2nd or 3rd Avenue L at 129th Street to Brooklyn Bridge or 3rd Avenue surface car to Brooklyn Bridge. Fare 5c.

The least expensive route from institution to Brooklyn Bridge is as follows: Take White Plains Trolley car to Mt. Vernon, fare 10c. Then Mt. Vernon trolley car to Newport, fare 5c. This car comes in at 129th Street and 3rd Avenue. From 129th Street to Brooklyn Bridge directions are the same as on the Boston and Westchester Division. Extra fare 5c. Total cost from White Plains to Brooklyn Bridge, 20c.

The distance from the White Plains Station to Good Counsel Training School is about 20 minutes walk. Taxicabs may be hired for 25c per passenger.

The Silver Lake trolley car from the Newport Central Station to Lake Street would leave about one block for the visitor to walk. Fare 5c.

House of the Lady, 52-54 East 126th Street.

There are no visiting days for this reception house of the Good Counsel Training School.

The House of the Holy Family, 136 Second Avenue

This institution is a reformatory.

306 33. *St. Christopher's Home*, Dobbs Ferry, N. Y. (Tel. 102). The visiting days are the first Saturday of each month including legal holidays except Sundays. The hours are between 2 and 5 P. M.

The most convenient routes from Brooklyn Bridge to institution are as follows: 1. N. Y. Central R. R. main line from the Grand Central Station to Dobbs Ferry. Fare one way 43c, round trip 70c.

2. Subway trolley route from Atlantic Avenue station, Brooklyn, to Van Cortlandt Park. Then trolley to Yonkers, taking a transfer and walking from Getty's Square Terminal one block west to Warburton Avenue. Take Warburton Avenue trolley to Hastings which is 20 minutes walk from institution. Fare 10c. By taking stage from Hastings to institution there is an additional fare of 10c.

The least expensive route to Brooklyn Bridge is 20 minutes walk to Hastings, trolley to Yonkers, taking a transfer to Broadway line, changing at Van Cortlandt Park, to subway, fare 10c. The railroad station in Dobbs Ferry is ten minutes walk from the institution. If desired a taxi can be had for 25c per passenger.

307 34. *The Convent of The Sisters of Mercy*, 273 Willoughby Avenue, Brooklyn. The visiting day is the 3rd Sunday of each month from 2 to 5 P. M. The most convenient route from Brooklyn Bridge to institution is Myrtle or DeKalb Avenues trolleys, stopping at Classon Avenue. Only one block to institution.

The Angel Guardian Home, 12th Ave. and 64th Street (Bath Beach 1792), is a branch of the Convent of Mercy.

The regular visiting day for children is the fourth Sunday of the month from 2 to 5 P. M. For children out boarding with nurses there are six days, first Tuesday, Wednesday, Thursday and Saturday. Second Tuesday and Saturday from 1:30 to 4:15 P. M. These visits are by appointment only.

The most convenient route from institution to Brooklyn Bridge is the West End L or the 4th Ave. Coney Island Subway. The station from both lines is at New Utrecht Avenue and Sixty-second Street, only 3 blocks away. Fare 5c.

St. Mary of Angels, Syosset, Long Island, is a branch institution. Reached by the L. I. R. R. Fare

\$1.45 round trip. Visits allowed any day convenient to parents.

308 35. *The Children's Home*, Mineola, N. Y.

The visiting days are the first and last Thursday of each month, from 2 to 5 P. M. Persons employed during the week may be permitted to visit on Sundays. The most convenient route to Brooklyn Bridge is the Long Island R. R. to Flatbush Avenue subway station; subway to Brooklyn Bridge. Round trip \$1.02. The least expensive route: Trolley to Mineola to Jamaica, change to Cypress Hills trolley, transfer to Bridge. 35c. round trip. The institution is five minutes' walk to station.

309 36. *The Church Charity Foundations of Long Island*, 1521 Atlantic Avenue, Brooklyn (Tel. Bedford 2060).

Orphan Home to remain closed indefinitely.

310 37. *The Five Points House of Industry*, Reception House, 454 W. 23rd Street.

Persons wishing to visit children boarded out to this society should call at the above address for permits. Visiting day is once each month from 9 A. M. to 5 P. M. with the exception of Sundays. Most convenient route to institution is the Ninth Avenue L or subway to bridge, fare 10c. Or 23rd Street Crosstown to 4th Avenue, then south on Fourth Avenue to Bridge.

311 38. *The Home for Hebrew Infants*, Kingsbridge Road and University Avenue, N. Y. (Tel. Fordham 28-29).

The regular visiting days: First Sunday in every three months from 2 to 4 P. M. The most convenient route from the institution to Brooklyn Bridge is as follows: Take University Avenue car to Broadway. Subway—181st Street—15 minutes ride. Fare 5c.

312 39. *Hebrew Orphan Asylum of the City of New York*, Amsterdam Avenue, 136th to 138th Streets.

The regular visiting days are the first Sundays in January, April, July, and October from 2 to 5 P. M. The most convenient route to institution from Brooklyn Bridge: Broadway division of the subway to 137th Street. Third Avenue and Amsterdam Avenue car to door, also 10th Avenue and Broadway car to door. 125th Street and Kingsbridge Road car to door. 5c fare on each line.

313 40. *The New York Catholic Protectory*. Office 415 Broome Street, New York. (Tel. Spring 175).

The regular visiting days are the second Sunday and the second Thursday of each month, from 12:30 to 3:30 P. M. The most convenient routes to institution are as follows: Third Avenue L to 177th Street (Tremont Avenue). Then Westchester trolley to institution. Fare 10c.

By subway (West Farms Express) to 177th Street and from there by Westchester trolley car to institution. Fare 10c.

Branch—*Lincoln Agricultural School*, Lincolndale, Westchester Co., N. Y.

No regular visiting day.

Institution can be reached by N. Y. C. R. R. Fare \$2.20 round trip.

314 41. *Sheltering Arms Nursery of Brooklyn*, 157 Dean Street.

The visiting days are the first Sunday of each month from 3 to 5. The cheapest and most convenient way to reach institution is by taking the subway and getting off at Hoyt Street. Three blocks from subway to institution. Fare 5c.

315 42. *St. Michaels Home for Destitute Children*—Rectory, 424 West 34th Street.

The visiting days are the first Sunday of each month from 10 A. M. to 4 P. M. To reach Home at Green Ridge, S. I., take subway to South Ferry, Ferry to St. George, S. I. Train to Annadale station. Round trip 60c. The least expensive route from Home is as follows: To Richmond trolley line to St. George, 10c. Ferry to the Battery 5c, 3rd Avenue L to Brooklyn Bridge 5c. The distance from the R. R. Station or the trolley line requires the hiring of a conveyance. Round trip from either place 50c.

316. The following institutions accept children who have been committed by Court:

Berkshire Industrial Home, New Canaan, N. Y.

Council Home for Jewish Girls, Jamaica, L. I.

Jewish Protectory and Aid Society, Hawthorne, N. Y.

New York Juvenile Asylum, Chauncey, New York.

House of Mercy, Inwood-on-Hudson.

SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN

Located at 297 Fourth Avenue, New York

317. Receives and cares for all children under the age of sixteen held for crime or as witnesses in criminal cases. Investigates and prosecutes all cases of neglect or cruelty to children under sixteen years of age.

BROOKLYN SOCIETY FOR THE PRE- VENTION OF CRUELTY TO CHILDREN

**Located at 105 Schermerhorn Street,
Brooklyn, N. Y.**

318. Has jurisdiction over Boroughs of Brooklyn and Queens, Counties of Nassau and Suffolk, L. I.

CHILDREN'S AID SOCIETY

Located at 105 East 22nd Street

319. Cares for homeless boys and girls in lodge houses; procures family homes for them in rural districts and in the West; maintains industrial schools in the poor congested sections of the city, all of which include night schools, for children who cannot attend the Public Schools.

Schools are as follows:

Avenue B.—533 E. 16th St.

53rd St.—552 W. 43rd St.

Henrietta—224 W. 63rd St.

Italian—Elizabeth and Hester Streets.

Jones Memorial—407 E. 73rd St.

Rhineland—350 E. 88th St.

Sixth St.—630 6th St.

Sullivan St.—219 Sullivan St.

Tompkins Square—295 E. 8th St.

West Side—417 W. 38th St.

Classes for crippled children are maintained at the Rhineland School. Applications for admission should be made to the Principal in charge. Vacation Schools

and playgrounds are maintained during the summer at 417 West 38th St., and 156 Hester St. Brace Farm School, Valhalla, Westchester Co., N. Y., affords probationary farm training for boys, to test their habits, capabilities and willingness to work, after which is made provision for their future by placing them in permanent homes with farmers.

320. Children's Convalescent Home—Chappaqua, N. Y.

Open all the year—Applications should be obtained at 105 East 22nd Street or from Dr. C. R. Conklin, 235 East 57th Street.

321. Dental Clinics are maintained for poor children at the following schools.

552 W. 53rd St.

295 E. 8th St.

Elizabeth and Hester Sts.

219 Sullivan St.

224 West 63rd St.

322. Boys' camp—Denville, N. J., for the upbuilding of boys who by reason of their physical condition are unable to obtain their working papers.

323. Kinderfold, New Hamburg, N. Y., for convalescent and anaemic boys—open all year.

SUMMER OUTINGS

Children's Summer Home—Bath Beach, L. I.

324. Children from poor tenement districts are cared for here for one week; also open for day picnics.

Horton Cottage—Bath Beach, L. I.

For crippled girls under 15 years of age.

Health Home—West Coney Island

For mothers with sick babies. Applications should be made any day except Saturday, between 9 and 10:30 A. M. at

407 E. 73rd Street.

537 E. 16th Street.

156 Hester Street.
 136 E. 127th Street.
 552 W. 53rd Street.
 417 West 38th Street.
 247 E. 44th Street.

Brooklyn Children's Aid Society

325. 72 Schermerhorn Street, Brooklyn. Provides protection, care and shelter for homeless youths. The departments of work include:

- 1—A Bureau of Council, Relief and Investigation.
- 2—A Shelter Dept. for children, to provide a temporary shelter for homeless children.
- 3—The Working Boys' Home.
- 4—Placing-out Dept.
- 5—Seaside home for Mothers and Children, Coney Island.
- 6—Seaside Hospital for Babies, 5th Avenue and 21st St., C. I.
- 7—Herriman Home, Monsey, Rockland County, N. Y., for children requiring inland care.
- 8—Fresh-air work in co-operation with Tribune Fresh Air Fund Work.
- 9—Free Milk supplied at the Dept. of Health Milk Stations

CATHOLIC GUARDIAN SOCIETY

Located at 237 East 21st Street, N. Y.

326. Provides for the after care of children from Catholic institutions for dependent and delinquent children of the archdiocese of New York.

CATHOLIC GUARDIAN SOCIETY OF THE DIOCESE OF BROOKLYN

Located at 4 and 5 Court Square, Brooklyn

327. Places orphans and destitute children in proper homes and supervises such children when they are discharged from Catholic child caring institutions of Brooklyn Diocese.

CATHOLIC HOME BUREAU FOR DEPENDENT CHILDREN

Located at 105 East 22nd Street, N. Y.

328. Places destitute, dependent or neglected Catholic children in Catholic homes.

LIST OF PRIVATE HOSPITALS SUB- SIDIZED BY THE CITY

- | | |
|---------------------------------------|-------------------------------|
| 329. 1—Babies | 135 East 55th St. |
| 2—Beth Israel | 70 Jefferson St. |
| 3—Brooklyn | Raymond & De Kalb Ave., Bklyn |
| 4—Brooklyn Eastern District | 108 S. 3d St. |
| 5—Brooklyn Eye and Ear..... | 94 Livingston St., Bklyn |
| 6—Bushwick | Putnam Ave., Bklyn |
| 7—Columbus | 226 East 20th St. |
| 8—Flower | Eastern Blvd & 63d St. |
| 9—Flushing | Forest Ave., Flushing |
| 10—French | 450 West 34th St. |
| 11—German, N. Y. | Park Ave. & 77th St. |
| 12—German, Bklyn | St. Nicholas Ave., Bklyn |
| 13—Har Moriah | 138 East 2d St. |
| 14—Holy Family | 155 Dean St., Bklyn |
| 15—Hosp. for Def. and Joint Dis. | 1919 Mad. Ave. |
| 16—House of Calvary | Featherbed La. |
| 17—House of St. Giles | 1521 Atlantic Ave., Bklyn |
| 18—Italian Hospital | 617 East 83d St. |
| 19—Jamaica | New York Ave., Jamaica |
| 20—Jewish | Prospect Pl., Bklyn |
| 21—Jewish Maternity | 270 East Broadway |
| 22—Knickerbocker..... | Amsterdam Ave. & 131st St. |
| 23—Lebanon | Westchester & Cauldwell Aves. |
| 24—Lincoln | Concord Ave. & 141st St. |
| 25—L. I. College..... | Henry & Pacific Sts., L. I. |
| 26—Manhattan Eye, Ear and Throat..... | 210 E. 64th St. |
| 27—Mary Immaculate—Shelton Ave. and | |
| | Ray St., Jamaica, L. I |
| 28—Methodist Episcopal— | 7th & 8th Ave. & |
| | 6th St., Bklyn, |
| 29—Mt. Sinai | 5th Ave. & 100th St. |
| 30—New York | 8 W. 16th St. |
| 31—New York Eye and Ear..... | 218 Second Ave. |
| 32—N. Y. House of Relief | 67 Hudson St. |
| 33—New York Infirmary | 321 E. 15th St. |

- 34—New York Lying-In 2d Ave. & 17th St.
 35—New York Ophthalmic 201 E. 23rd St.
 36—New York Polyclinic 341 W. 50th St.
 37—N. Y. Post Graduate 2d Ave. & 20th St.
 38—N. Y. Ruptured and Crippled..... 321 E. 42d St.
 39—N. Y. Nose, Throat and Lung..... 229 E. 67th St.
 40—Norwegian 4th Ave. & 46th St.
 41—Philanthropin 5th Ave. & 128th St.
 42—Rockaway Beach—Hammel Ave. &
 Bayside Pl., Rockaway Beach
 43—Sloane Maternity Amst. Ave. & 59th St.
 44—Staten Island Hospital. Castleton Ave.,
 Tompkinsville, S. I.
 45—Swedish Rogers Ave. & Sterling Place, Bklyn
 46—Sydenham 331 E. 116th St.
 47—St. Agnes' Hosp. (For Atypical Children)
 White Plains, N. Y.
 48—St. Catherine's—Bushwick Ave. & Maujer St.,
 Bklyn.
 49—St. Catherine's Infirmary. Amityville, L. I.
 50—St. Christopher's 281 Hicks St., Bklyn
 51—St. Francis—E. 142nd St. & Brook Ave., Bronx
 52—St. John's Atlantic Ave., Bklyn
 53—St. John's Jackson Ave. & 12th St., L. I. C.
 54—St. Joseph's, Central Avenue, Far Rockaway, L. I.
 55—St. Lawrence 457 W. 163d St.
 56—St. Mark's 177 Second Ave.
 57—St. Mary's..... St. Marks & Rochester Aves., Bklyn
 58—St. Peter's Henry & Warren Sts., Bklyn
 59—St. Vincent's 11th St. & 7th Ave.
 60—St. Vincent's West N. Brighton, S. I.
 61—Volunteer..... Beekman & Water Sts.
 62—Washington Heights 552 W. 165th St.
 63—Williamsburg Bedford Ave. & S. 3d St., Bklyn

TUBERCULOSIS CLINICS

MANHATTAN—BRONX—RICHMOND

330. Bellevue Hospital Dispensary, foot of
 East 26th St., Daily, 1 to 3 P. M.; Wednesdays,
 2 to 9 P. M. Children, Tuesday, 1:30 to 3 P. M.;
 Saturday, 10 to 12 M.

Department of Health—Corlears Clinic, 331 Broome
 St., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Chil-
 dren, Saturday, 10 to 12 M.

Department of Health—Chelsea Clinic, 307 West 33rd St., Daily 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday 10 to 12 M.

Department of Health—Harlem Italian Clinic, 420 East 116th St., Daily 10 to 12 M.; Tuesday, Thursday, Saturday, 2 to 4 P. M.; Tuesday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Stuyvesant Clinic, 111 East 10th St., Daily, 2 to 4 P. M.; Tuesday, Thursday, Saturday, 10 to 12 M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Washington Clinic, 22 Vandam St., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Yorkville Clinic, 331 East 57th St., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M.

German Hospital Dispensary—76th St. and Park Ave., Monday, Wednesday, Thursday, Saturday, 11 A. M. to 12 M.

Gouverneur Hospital Dispensary—Gouverneur Slip, Monday, Wednesday, Friday, 2 to 4 P. M.; Tuesday, Thursday, Saturday, 4 to 6 P. M. Children, Monday, Wednesday, Friday, 2 to 4 P. M.

Greenwich District—Formerly covered by St. Vincent's Hospital Tuberculosis Clinic. Patients are now cared for by Department of Health, Washington Clinic.

Harlem Hospital Dispensary—136th St. and Lenox Ave., Daily, 2 to 4 P. M.; Thursday, 7:30 to 9:30 P. M. Children, Tuesday, Saturday, 2 to 4 P. M.

Mt. Sinai Hospital Dispensary—Madison Ave. and 100th St., Tuesday, Thursday, Saturday, 10 to 11 A. M.

New York Dispensary, 34 Spring St., Daily, 11 to 1 P. M.

New York Hospital Dispensary, 8 West 16th St., Monday, Friday, 2 to 3 P. M.; Tuesday, Thursday, 7:30 to 9 P. M. Children, Wednesday, 3 to 5 P. M.

Presbyterian Hospital Dispensary, Madison Ave. and 70th St., Monday, Tuesday, Thursday, 1:30 to 2:30 P. M.; Tuesday, Friday, 7:30 to 8 P. M. Children, Wednesday, Friday, Saturday, 1:30 to 2:30 P. M.

St. Luke's Hospital Dispensary, Amsterdam Ave. and 113th St., Monday, Tuesday, Thursday, Friday, 2 to 4 P. M.

Vanderbilt Clinic, Amsterdam Ave. and 60th St., Daily, 1 to 2:30 P. M.; Monday, Wednesday, Friday, 9 to 10:30 A. M. Children, Saturday, 2 P. M.

Department of Health—Riverside Clinic, 481 West 145th St., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 A. M. to 12 M.

Department of Health—Mott Haven Clinic, 493 East 139th St., Daily, 10 A. M. to 12 M.; Tuesday, 8 to 9 P. M. Children, Saturday, 10 A. M. to 12 M.

Department of Health—Tremont Clinic, Third Ave. and St. Paul's Place. Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 A. M. to 12 M.

Department of Health—Richmond Clinic, Bay Street, Stapleton, S. I.; Monday, Wednesday, Friday, 2 to 4 P. M.

BROOKLYN AND QUEENS

Department of Health—Bay Ridge Clinic, 60th St. and Second Ave.; Monday, Wednesday, Friday, 2 to 4 P. M.

Department of Health—Brownsville Clinic, 64 Pennsylvania Ave., Daily 2 to 4 P. M. Children, Saturday, 10 to 12 A. M.

Department of Health—Eastern District Clinic, 306 S. Fifth St., Daily 2 to 4 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Germantown Clinic, 420 Herkimer St., Daily 2 to 4 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Prospect Clinic, Fleet and Willoughby Sts., Daily 2 to 4 P. M.; Tuesday, Thursday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Parkville Clinic, 974 West St., Monday, Wednesday, Friday, 2 to 4 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Flushing Clinic, 110 Broadway, Flushing, L. I., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

Department of Health—Jamaica Clinic, 10 Union Ave., Jamaica, L. I., Daily, 2 to 4 P. M.; Thursday, 8 to 9 P. M. Children, Saturday, 10 to 12 M.

TUBERCULOSIS DAY CAMPS

331. Camp Huddleston—Foot of Gouverneur Slip.
Tuberculosis Day Camp—Foot East 26th Street.
Camp Middleton—Foot East 91st Street.
Vanderbilt Roof—60th St. & Amsterdam Avenue.
Camp Rutherford—No. 2nd St., Brooklyn.

LIST OF PUBLIC TUBERCULOSIS INSTITUTIONS

332. Bellevue Hospital, East 26th St. and First Ave.

Kings County Hospital, Clarkson St., Brooklyn.
Take Nostrand Ave. car to Clarkson St. from the Williamsburg Bridge.

Metropolitan Hospital, Blackwell's Island.

Take boat at Foot of East 26th Street or at Foot of East 70th Street.

N. Y. State Hospital for Incipient Tuberculosis, Ray Brook, N. Y.

Take N. Y. Central R. R. to Ray Brook.

Riverside Hospital, North Brothers' Island, N. Y.

Take 3rd Ave. L. to 138th St. station, the 138th St. surface, Port Morris, car to Ft. of East 134th St., walk down two blocks to 132nd St. Ferry.

Sea View Hospital, Manor Rd., Castleton Corners, S. I.

Take Staten Island Ferry at South Ferry to St. George.

Then Silver Lake car to Castleton Corners, where conveyance may be taken between 2 and 5 P. M. daily.

Tuberculosis Sanatorium, Otisville, Orange County, N. Y.

Take Erie R. R. at Foot of West 23rd St. to Otisville.

LIST OF PRIVATE TUBERCULOSIS INSTITUTIONS

333. Brooklyn Home for Consumptives, 240 Kingston Ave., Brooklyn.

Take Nostrand Ave. car to Kingston ave from the Williamsburg Bridge.

Montefiore Home, Gun Hill Road near Jerome Ave.

Take Third Ave. L. to Bronx Park, then take car north to Gun Hill Rd. Walk 4 blocks west.

Montefiore Home, Country, Sanatorium, Bedford Hills, N. Y.

Take N. Y. Central R. R. to Bedford Station.

St. Anthony's Hospital, Woodhaven and Elm Sts., Woodhaven, L. I. Take subway to Atlantic Ave., Brooklyn, then L. I. R. R. to Woodhaven Junction. Walk two blocks.

St. Joseph's Hospital, 143d St. and Brook Ave., N. Y. Take Third Ave. elevated to 143d St. station, walk about five blocks west to Brook Ave.

St. Vincent's Hospital, Bard and Castleton Ave., West New Brighton, S. I. Take Staten Island Ferry, at South Ferry, to St. George, then Castleton Ave. car to Bard Ave.

Seton Hospital, Spuyten Duyvil, Bronx. Take Broadway subway to 225th St. station, where conveyance meets patients at 2:30 P. M. daily.

St. Agatha's Preventorium, Nanuet, N. Y. Take Erie R. R. to Nanuet.

Tuberculosis Preventorium, Farmingdale, L. I. Take Jersey Central R. R. to Farmingdale.

BABIES' WELFARE ASSOCIATION

Located Health Department Building, Centre and Walker Sts. (Telephone Franklin 6280.) A federation of the various agencies throughout Greater New York which are interested in social work for babies under two years of age. Its central office acts as a clearing house for information and co-operative work, bringing about uniformity of method and eliminating duplication of effort.

NEW YORK ASSOCIATION FOR THE BLIND

Located at 111 East 59th St., N. Y. C. (The Lighthouse. Telephone Plaza 3370). Objects: To pre-

vent unnecessary blindness, to help the blind to help themselves and to relieve and cheer the aged and infirm blind. The work of the association includes:

Registration Bureau—Catalogues, giving as far as possible particulars of all institutions, associations and literature for the blind.

Ticket Bureau, from which tickets for musical and dramatic performances are distributed to suitable blind persons who could otherwise not afford them.

Workshop for Blind Men, at 338 East 35th St., where they are instructed in broom-making, chair-caning and willow work.

Classes for Blind Women, at 111 East 59th St.

Classes for Blind Men; individual instruction where required. Tuning School at 357 East 49th St.

Music Classes for Blind Children.

Home Teaching—The association also gives out raw material to the blind in their homes and through blind and sighted teachers instructs in the making of marketable articles and sells the finished products. The blind who cannot read to themselves are read to and receive friendly visits in their homes.

Vacation House—The Emma L. Hardy Memorial Home at Cornwall-on-the-Hudson, maintained during the summer for parties of blind men, women and children, and during the winter months as a convalescent home.

Blind Men's Club, consisting of 120 blind men and sighted associate members; meets fortnightly.

Blind Women's Club; meets fortnightly.

Boating Clubs for Men; meets bi-weekly.

Dancing and Physical Culture Classes for Women; meet weekly.

Gymnasium Classes for Men; meet weekly.

Lighthouse Boy Scouts.

Lighthouse Camp Fire Group.

Social Service—Friendly advice is given to the blind and to their families in their own homes, or when they call at the office of the association, where reading and writing appliances and inventions which have been found useful to the blind are kept. The organization helps to place the infirm blind in homes and hospitals and to put others in touch with individuals and associations which can meet their needs.



